



**INTERNSHIP POSITION DESCRIPTION**

FOR COORDINATOR'S USE ONLY

<b>Intern's Name</b>		<b>Educational Institution</b>	<b>Compensation/Hourly Rate \$12.00/hr (plus mileage)</b>
<b>Beginning Date</b> 4/17/2015	<b>Ending Date</b> 9/7/2015	<b>Name of Supervisor</b> C.B. Bylander	<b>Division/Bureau/Region</b> FAW/Outreach Section

**PROJECT PURPOSE:**

This position provides students an introduction to aquatic resource education, fisheries management and how to teach basic angling skills. Students will receive on-the-job training so they can plan and conduct fishing/aquatic education clinics for the public. The position also enables students to complete a special project, develop outdoor safety skills, and learn how the Minnesota Department of Natural Resources operates in the context of organizational structure and business practices.

**FIVE MOST ESSENTIAL PROJECT DUTIES:**

1. (75%) **Program planning and delivery**  
The intern will work with a full-time regional MinnAqua specialist and also work independently to organize, schedule, and conduct fishing/aquatic education programs. This involves working with youth program leaders and other organizations. This work includes follow-up communications, record-keeping and creating and maintaining positive relationships with a variety of organizations that seek MinnAqua programming. The intern will teach fishing skills, aquatic ecology, and water stewardship from lessons in the MinnAqua Program's Fishing: Get in the Habitat! Leader's Guide. The incumbent will provide the public with accurate information on fisheries management and the recreational fishing opportunities in their work area. The intent of the programming is to share and inspire enthusiasm for fishing, Minnesota's water resources, and outdoor recreation with program participants. This involves working with diverse audiences, youth of various ages and family groups.
2. (7%) **Program Training**  
The intern will participate in a spring training session that prepares them to deliver MinnAqua programming. The training covers many topics, including how to provide activities at community events, how conduct fishing clinics, an overview of fish management, learning how to use fishing equipment and teach others to do the same, and relevant habitat and ecological information. The intern will participate in additional training during the summer.
3. (3%) **Resource Management & Safety**  
The intern will job shadow a fisheries biologist to learn about fisheries management activities and to learn about career opportunities within the Division of Fish and Wildlife. The intern will learn and follow safety guidelines as identified by the MinnAqua Program and partnering organizations that ensure the safety of staff and program participants. The Intern will complete the online defensive driving course by June 1 and be certified in First Aid/CPR by June 15.
4. (3%) **MinnAqua Federal Aid**  
The intern will learn, understand and use MinnAqua Federal Aid cost coding for reporting and tracking all MinnAqua activities and expenditures. This includes completing electronic time sheets, use of state vehicle reports, expense reports and other forms so as the Minnesota Department of Natural Resources complies with state and federal regulations.
5. (10%) **Special Project**  
Optional: The intern will complete a special project of personal interest that addresses one or more of the goals of the MinnAqua Program and fulfills the requirements of the student internship program. Examples include creating educational materials, developing an activity, planning an event, an interpretive display, or other approved idea.

**SPECIAL REQUIREMENTS: (equipment use, travel availability, etc.)**

Travel and use of personal vehicle is required. Mileage is reimbursed. Purchase of a Minnesota fishing license is required and trout stamp is required if work region includes trout fisheries. Work on weekends and holidays is required.