YOUTH AND THE ENVIRONMENT PROGRAM COORDINATOR /WASTEWATER DIVISION INTERN

LOCATION: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854 and other locations in: Lowell, MA OR Lawrence, MA and North Andover, MA

SALARY: Grade and Step depends on experience and education (Hourly seasonal position)

ADDITIONAL INFORMATION: Benefits are not provided, except for social security, workers compensation, unemployment insurance, and the elective deferral (employee contribution) portion of the 403(b) retirement plan. This position requires the incumbent to work according to a schedule arranged with his/her supervisor. Position will not exceed 1,000 hours; incumbent will be expected to work 30 hours per week, with some flexibility. Position anticipated to begin mid-May or early June and to extend through August. The opportunity may exist for the internship to extend beyond September at reduced hours (10-15 hours per week) for the ideal candidate.

BACKGROUND INFORMATION: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

NEIWPCC’s Youth and the Environment Program (YEP) in Lowell, MA started in the 1990s. A sister program in Greater Lawrence started in 2019. By offering summer employment with hands-on experience, YEP encourages disadvantaged inner city students to develop interests in the environment and potential environmental careers. The YEP Coordinator is an important component of the program.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the Information Officer for the Wastewater and Onsite Systems Division, who provides instruction on new work and guidance and review of completed work to assure accuracy and adherence to established policy and requirements. Independently performs tasks in an efficient and effective manner, using good judgment.

DUTIES AND RESPONSIBILITIES:

Youth and the Environment Program:
Works with the City of Lowell or City of Lawrence to employ high school students and coordinate their summer work and educational activities at the local wastewater and drinking water treatment plants in conjunction with the plant supervisors.

- Responsible for coordinating with the respective city’s summer youth employment programs, which select high school candidates for YEP.
- Responsible for supervising the selected high school candidates on a daily basis.
- Develop lesson plans for the afternoon session to further the students’ understanding of the wastewater treatment plant process utilizing information available at the treatment plant and other environmental curricula. Additional lessons and curricula are used to expose students to other environmental fields and interests, such as drinking water and wetlands protection and restoration.
- Coordinate transportation of the students to the treatment plants every morning.
• Coordinate weekly seminars/field trips to view and discuss other environmental issues and career opportunities including water treatment and supply, energy production, marine sciences, watershed management, lake ecology, and the protection of environmentally sensitive areas.

• At the conclusion of the summer program, a graduation ceremony is conducted at a location to be determined where all YEP participants from both programs attend, give presentations on their activities, and receive a certificate of completion.

• Prepare a summary report of the YEP summer program for EPA reporting requirements and general public outreach.

Wastewater Division Support:
• Support Massachusetts Wastewater Operator Training program. This will include the development and updating of presentations, course handouts, as well as workbooks that will assist operators in passing the state certification exam.
• Assist with other Wastewater Division related activities, as needed, such as Mass. Title 5 Soil Evaluator Certification Course, online surveys, speaker and location databases, training presentations, certification renewals, etc.

Water Quality/Water Resource Divisions Support:
• As needed

EDUCATION: Minimum of 2 years towards a bachelor’s degree in environmental science, biology, or closely related field.

KNOWLEDGE AND SKILLS REQUIRED:
Experience with Microsoft Office Suite – particularly Word and PowerPoint.
Good leadership, coordination, and organizational skills.
Some experience working with teenagers preferable.
Some fluency in Spanish preferable.

ENVIRONMENTAL FACTORS: Valid driver’s license and private means of transportation must be available. Some in-state and out-of-state travel will be required.