

**MONTANA FISH, WILDLIFE & PARKS**

**INTERN PROGRAM REQUEST**

**EMPLOYER:** Montana Fish, Wildlife & Parks

**CONTACT PERSON'S NAME/TITLE:** Cannon Colegrove, Recreation Manager

**ADDRESS:** 4600 Giant Springs Rd.

**CITY:** Great Falls

**STATE:** MT

**ZIP:** 59405

**PHONE:** 406-454-5854

**EMAIL ADDRESS:** cannon.colegrove@mt.gov

**DATE OF ANNOUNCEMENT:** Friday, January 5, 2024

**APPLICATION DEADLINE:** Open until filled

**\*\*STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE\*\***

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**POSITION TITLE:** Outdoor Recreation Internship

**# OF POSITIONS:** 1

**LOCATION(S):** Great Falls, Montana

**WORK START/END DATES:** May 1<sup>st</sup> – August 30<sup>th</sup>, Flexible based on intern schedule

**HOURS/WEEK:** 40                      **TOTAL HOURS FOR INTERNSHIP:** 480

**TRAINING/ORIENTATION DATES:** Early May, Flexible depending on availability

**HOURLY PAY:** \$13.00

**ADDITIONAL COMPENSATION/RESOURCES:**

**Housing provided**

Housing in the form of a small bunkhouse will be offered as an option to the intern. The bunkhouse is located at the Beartooth Wildlife Management Area 50 miles south of Great Falls and would be the base location for the position if the applicant chooses to stay there. The bunkhouse has electricity, running water, and refrigeration. The bunkhouse has individual bedrooms but may be shared with other roommates who work for FWP, or be used periodically as a shared space during meetings or other FWP events occurring at the WMA bunkhouse. Cellphone service and internet do not exist at this house. Nearest cellphone service is at the top of a hill about 5 minutes' drive from the bunkhouse. If the intern does not wish to utilize this housing option at the Beartooth WMA provided by FWP, the intern may be based out of either Great Falls, Craig, Cascade, or Ulm for this internship position.

**Vehicle provided**

A state issued FWP vehicle will be provided to the intern for work activity.

### **Per Diem**

A per diem will be provided for meals and any overnight travel based on the per diem policy.

**POSITION DESCRIPTION/SCOPE OF WORK:** The Outdoor Recreation Internship will be a field-based position working at a variety of FWP managed sites, including the Beartooth Wildlife Management Area, Fishing Access Sites along the Missouri River between Holter Lake and Great Falls, the Dearborn River, and the Sun River. The intern will report to the Recreation Manager who oversees the recreation management of the recreation sites and river corridors in which this position will work. This position will primarily have a work schedule of Friday, Saturday, Sunday, and Monday. The schedule may be flexible, but working on weekends during the summer will be required. The intern will be assigned a state-owned vehicle for their work.

Outdoor Recreation in this area has grown in recent years. The Missouri River is a popular place for fishing and recreational floating. Camping along the Missouri River at the 9 different campgrounds is also very popular and quickly fills up during the summer. The Dearborn River and Sun River are tributary rivers of the Missouri River and have a short float season but are also popular recreation destinations when flows are sufficient for floating.

The Outdoor Recreation Internship is a frontline position that provides general operational support of a variety of recreational offerings at fishing access sites, wildlife management areas, and along river corridors. The primary responsibilities of the intern will be to conduct visitor contacts at FWP recreation sites, campgrounds, and on river corridors. They will obtain visitor surveys by conducting public interviews, collect recreation data through traffic counters and trail cameras, collect campground fees, provide the public with interpretation of recreation rules and regulations, provide recreation information to the public and answer the public's questions related to outdoor recreation in the area, and monitor and record visitor impacts to the natural resource or to FWP infrastructure at FWP recreation sites.

Other responsibilities may include the following:

- Creating maps, signage or brochures for recreation areas.
- Assisting the Manager with identifying potential locations for float gates on various Region 4 rivers.
- Working with other FWP staff to conduct float patrols on river corridors by raft.
- Using an ATV or UTV to patrol areas of the Beartooth Wildlife Management Area and to contact visitors who are camping, horseback riding, or using ATVs.
- Overnight tent camping at remote recreation sites, such as on the river may be necessary.
- Working with FWP Law Enforcement Officers to provide information to them of violations that may be encountered.
- Providing visitor services at different recreation sites as visitation trends change throughout the summer.
- The intern may also periodically work in other areas of Region 4 to provide assistance at other recreation sites, such as state parks, other river corridors, or on other specific projects as they arise.
- The intern may assist with light maintenance activities on various recreation sites.
- Conducting recreation surveys and preparing a report of results.
- The intern will be able to work with their supervisor to create opportunities that will assist them with their career goals.

**SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL,**

**SUGGESTED/REQUIRED MAJORS):**

This internship will work both indoors and outdoors but will primarily be an outdoor field-based position working odd hours, including early mornings or evenings, and working on weekends and holidays when outdoor recreation use is at its peak.

**Physical Demands:**

- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, high temperatures, wind, and mosquito infested areas.
- The position will involve frequent travel and drive time in a state issued vehicle.
- The position will require walking, standing, and hiking.
- The intern will be frequently communicating with visitors, conducting surveys, answering questions, and educating visitors on rules and regulations.

**Knowledge, Skills, and Abilities:**

- Knowledge, education, and field skills in Parks and Recreation, Natural Resource Management, or other outdoor recreation related field.
- Must have basic computer skills, which may include email, Word, Excel, ArcGIS, Graphic Design, and internet to assist the intern with their work.
- CPR and First Aid Training, Wilderness First Responder Training, or some form of medical training is preferred. FWP will provide basic First Aid training, if needed.
- The ability to row a raft on class 2-3 rivers.
- The ability to drive an ATV or side by side in a backcountry setting.
- The ability to drive a 4x4 truck.
- Knowledge of Montana's fish and wildlife species and natural resources.
- Demonstrate skill, experience, and knowledge of Montana's diverse outdoor recreation types, including fishing, hunting, rafting, camping, mountain biking, horse-back riding, ATV use, hiking, backpacking, etc.
- Demonstrate the ability to communicate effectively with the public.
- The position will frequently have no cell phone coverage or internet access at the areas they will be working at, which may include crowded recreation sites close to Great Falls or on the Missouri River, backcountry areas of the Wildlife Management Area, or floating river corridors with limited road access.
- Must be comfortable communicating with dissatisfied visitors and helping to deescalate a situation. As a non-law enforcement officer, the intern should communicate effectively with their supervisor and law enforcement staff when situations arise that needs to involve additional FWP staff or the when safety of the intern or other visitors becomes a concern.
- Treats people with respect, courtesy, and fairness
- Demonstrates a commitment to serving the public interest
- Demonstrates a willingness to learn and takes initiative to continuously improve professional knowledge and skills.

**APPLICATION MATERIALS:**

**Resume**

**Cover Letter**

Please provide a 1 page Cover Letter for this application.

**References**

Please provide the name and contact information for 2-3 previous supervisors, educators, or other professional references.

**SEND APPLICATION MATERIALS TO:**

**By Email (preferred):**

[Cannon.Colegrove@mt.gov](mailto:Cannon.Colegrove@mt.gov) (please attach your resume, cover letter, and references as PDF files)

**By Mail:**

Montana Fish, Wildlife and Parks Region 4  
ATTN: Cannon Colegrove  
4600 Giant Springs Rd.  
Great Falls, MT 59405