

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM REQUEST

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Mark Filonczuk/ Recreation Manager

ADDRESS: 1400 S 19th Ave.

CITY: Bozeman

STATE: Mt. **ZIP:** 59718

PHONE: 406-577-7894

EMAIL ADDRESS: mark.filonczuk@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 5, 2024

APPLICATION DEADLINE: Friday, February 16, 2024, at 5:00 PM (postmarked)

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

POSITION TITLE: Parks & Recreation Intern

OF POSITIONS: 1

LOCATION(S): Region 3 Headquarters: Bozeman

WORK START/END DATES: TBD by availability of Intern.

HOURS/WEEK: 40 hrs/12 weeks **TOTAL HOURS FOR INTERNSHIP:** 480

TRAINING/ORIENTATION DATES: TBD by availability of intern

HOURLY PAY: \$15.00

ADDITIONAL COMPENSATION/RESOURCES:

Housing provided -
If yes, please list type of housing available:

Vehicle provided – Shared Work Vehicle

Per Diem

Other (please explain):

POSITION DESCRIPTION/SCOPE OF WORK:

- Assisting with recreation management in the Madison, Gallatin, Yellowstone, and Missouri River corridors in FWP Region 3, including Fishing Access Sites, State Parks and Wildlife Management Areas. Position would work under the supervision of the Recreation Manager(s) along with recreation rangers and AmeriCorps members
- Additional Duties: assisting in Park and campground operation and maintenance which includes, fee collection, resource protection and management, visitor use data collection and trail

- maintenance.
- Inspecting facilities to ensure compliance with rules and regulations pertaining to parking, campfires, noise level, sanitation, and safety.
- Conducting Tours, Guided Hikes, Educational Presentations as needed

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

- Strong Communication Skills both oral and written.
- Interpersonal, teamwork and collaboration skills.
- Physical fitness and ability to work outdoors.
- Valid driver's license.
- Flexibility to work evenings and weekends.

APPLICATION MATERIALS:

- Resume**
- Cover Letter**
- References**
- Other (please specify):**

SEND APPLICATION MATERIALS TO:

mark.filonczuk@mt.gov