

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Dave Andrus / Park Manager, Thuy Tran / Park Ranger

ADDRESS: 1585 Trident Rd.

CITY: Three Forks

STATE: MT

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DATE OF ANNOUNCEMENT: Friday, January 6, 2023

APPLICATION DEADLINE: Friday, February 17, 2023 at 5:00 PM (postmarked)

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

POSITION TITLE: Parks & Recreation Intern **# OF POSITIONS:** 1

LOCATION(S): Missouri Headwaters State Park and Madison Buffalo Jump State Park

WORK START/END DATES: TBD by Availability of Intern

HOURS/WEEK: 40 Hrs / Wk (12 Weeks)

TOTAL HOURS FOR INTERNSHIP: 480 Hrs

TRAINING/ORIENTATION DATES: TBD by Availability of Intern

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

- \$11.50 per hour

POSITION DESCRIPTION/SCOPE OF WORK:

Internship Project Focus:

- Assisting in the Missouri Headwaters State Park Master Plan Process
 - o On-site analysis and inventory
 - o Development of land use, trails, and interpretive plan
 - o Engage the local community
 - Organize and conduct public meetings
 - Gather and analyze data and comments
 - Produce written reports and graphic visuals

Additional Duties:

- Assisting in Parks and Campgrounds Operation and Maintenance, Including:
 - o Patrolling areas by vehicle and foot
 - o Inspecting facilities to ensure compliance with rules and regulations pertaining to parking, campfires, noise level, sanitation, and safety
 - o Trail Maintenance (Landscaping, Weeding, etc.)
 - o Resource protection and management

- Working in the Park Office, Duties Include:
 - o Greeting visitors and sharing information regarding recreational opportunities, rules, and regulations
- Conducting Tours, Guided Hikes and Educational Presentations
 - o Developing educational and interpretive programs for park visitors

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

- Strong Communications Skills, Both Oral and Written
 - o Suggested Technical Graphic Skills
- Interpersonal, Teamwork and Collaboration Skills
- Physical Fitness and Ability to Work Outdoors
- Suggested Majors, But Not Limited To:
 - o Anthropology, Archaeology, Biology or Wildlife Biology, Earth and Natural Sciences, Environmental Studies, History, Law Enforcement, Natural Resources Management, Architecture, Landscape Architecture and Planning, Parks and Outdoor Recreation
- Valid Driver's License
- Suggested First Aid and CPR Certification
- Flexibility to Work Evenings and Weekends

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

- Cover Letter
- Resume
- References

ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

- Housing Not Provided