

**MONTANA FISH, WILDLIFE & PARKS**

**INTERN PROGRAM REQUEST**

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

**CONTACT PERSON'S NAME/TITLE:**

Richard Tooke, Recreation Manager

**ADDRESS:** 3401 Coburn Road

**CITY:** Billings

**STATE:** MT

**ZIP:** 59101

**PHONE:** 406-254-7342

**EMAIL ADDRESS:** rtooke@mt.gov

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

**APPLICATION DEADLINE:** Sunday April 28, 2024, at 5:00 PM (postmarked)

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

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**POSITION TITLE:** Region 5 POR Operations Assistant

**# OF POSITIONS:** 1

**LOCATION(S):** Pictograph Cave State Park; Cooney State Park, Lake Elmo State Park, Chief Plenty Coups State Park.

**WORK START/END DATES:** 5-18-2023 to 8-16-2023

**HOURS/WEEK:** 40 **TOTAL HOURS FOR INTERNSHIP:** 520

**TRAINING/ORIENTATION DATES:** To be determined

**HOURLY PAY:** \$13.00

**ADDITIONAL COMPENSATION/RESOURCES:**

- Housing provided  
If yes, please list type of housing available:
- Vehicle provided
- Per Diem
- Other (please explain):

A state vehicle will be available and provided at each work site for any necessary errands, chores or travel. Travel expenses/Per Diem will be available for required, non-employee travel related to the job.

## **POSITION DESCRIPTION/SCOPE OF WORK:**

At least two State Parks in Region 5 will provide opportunities to the chosen intern:

Pictograph Cave State Park is located near Billings, Montana, and is a designated National Historic Landmark. For thousands of years the site was occupied frequently by Native American Plains Indians who left a wealth of information about their lifestyles in the artifacts and rock art they left behind. A four-year archaeological excavation was conducted, the first of its kind in the late 1930s, where over 30,000 artifacts were found. Named a National Historic Landmark in 1964, the site became a State Park in 1991. Today, the staff at the park are tasked with preserving and protecting this cultural-historic site, sharing the beauty and unique story of the place welcoming over 50,000 visitors a year.

At Pictograph Cave, the intern will assist with planning and implementation of weekly interpretive tours, educational programs, special events, presentations, and community outreach. They will provide visitor services at the reception desk, taking park fees, selling gift shop items, answering questions in-person or over the phone, explaining park rules and regulations and will hike the trails to inspect park conditions and engage with visitors. The intern will also assist staff with janitorial duties and help with special maintenance projects as needed. Special interest projects may be undertaken with their supervisor's approval.

Cooney State Park – Nestled in the foothills of the Beartooth Mountains and south-central Montana is one of the most visited water-based recreation areas in the state. Part of the park's success can be attributed to its proximity to the Billings area, just a 40-minute drive. Another reason is the phenomenal trout and walleye fishing that draws anglers from both near and far. Whether you enjoy fishing, boating or jet-skiing, swimming, camping or just to get outside for some adventure or relaxation, Cooney State Park may become one of your favorite destinations too!

To provide a real-world learning experience, the Intern position will provide general operational support of a variety of recreational offerings at the park, 10 fishing access sites, and 1 wildlife management area. This can include working in day use areas, campgrounds, water access points and other amenities. The Intern will assist in customer service and administrative support. They may work on trail programs, help in the park office, and/or perform needed duties and tasks in and around 1 of 5 campgrounds with 87 campsites.

In addition, the opportunity to work in other Region 5 State Parks is anticipated. This can include operating the Lake Elmo ticket booth, engaging with visitors and day-use reservations, assisting education and special events at Chief Plenty Coups state park and other assigned duties across the region.

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

The applicant should have good reading, writing and verbal skills. They should have some experience speaking and leading programs for all ages, possessing great people skills that put visitors and users from all backgrounds at ease. They should be skilled at working with and safeguarding cash. They should be enthusiastic, self-motivated, and able to work with minimal

supervision. They are problem-solvers and contribute positively to the staff team.

Ideally, the intern will have an academic interest and professional goal towards fostering conservation and protection of our State Parks and Outdoor Recreation resources. Fields of study might include but are not limited to any one of these areas: Environmental Studies, Archaeology, Anthropology, Park Management, Outdoor Recreation, Outdoor Leadership, Native American Studies, Biology, Botany, History, Education, etc.

**APPLICATION MATERIALS:**

- Resume**
- Cover Letter**
- References** (minimum of 3 references)
- Other (please specify):**

**SEND APPLICATION MATERIALS TO:**

Richard Tooke, 3401 Coburn Rd., Billings, MT 59101