

**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 3, 2025

**APPLICATION DEADLINE:** Friday, February 14, 2025 at 5:00 PM (postmarked)  
**(UNLESS OTHERWISE NOTED ON THIS FORM BY SUPERVISOR)**

**\*\*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:** Typically mid-May through mid-August, and flexible based on intern schedule

**HOURS/WEEK: 40** **TOTAL HOURS FOR INTERNSHIP: 480 (about 12 weeks)**

**TRAINING/ORIENTATION DATES:** First week of work

**HOURLY PAY: \$14.00/hour**

**ADDITIONAL COMPENSATION/RESOURCES:**

**Housing provided:**

Housing in the form of a camper trailer, a bunkhouse, or dorm style rooms may be available.

**Vehicle provided:** A state truck will be issued to the intern for field work during the summer.

**Per Diem:** A meal per-diem is provided for field work at the state rate

**Other (please explain):**

**POSITION DESCRIPTION/SCOPE OF WORK:**

This internship opportunity may be a good fit for anyone interested in a career as a Park Ranger, Game Warden, Park Manager, River Ranger, River Manager, Recreation Planner, Natural Resource Specialist or any other outdoor recreation or natural resource related career paths.

The position is based in Central Montana, which offers great opportunities for fishing both warm water and cold-water species, floating on nearby rivers, hiking, backpacking, mountain biking, and more. Within an hour or two drive of Great Falls you can visit Glacier National Park, The Missouri River Breaks National Monument, The Rocky Mountain Front and entrance to the Bob Marshall Wilderness, and a variety of nearby State Parks.

The Outdoor Recreation Internship is a frontline field-based position that provides general operational support at FWP managed sites throughout central Montana. The intern will conduct visitor contacts at FWP sites, on river corridors within the region, and at FWP campgrounds to help visitors interpret the rules and regulations, provide safety information, provide information about recreation opportunities in the area, and answer other general questions the public has. They will obtain recreation and visitation data through vehicle counters, cameras, and in-person surveys. The intern will work within campgrounds across the Region to collect campground fees, stock envelopes, communicate with campers, and conduct light maintenance activities to help keep campgrounds clean. The intern will assess the condition of FWP infrastructure and natural resource conditions within FWP sites and notify the supervisor of changing or unsafe conditions. Work schedule is flexible, but will involve working on weekends and often early morning or evening hours when recreational use is the busiest.

Other responsibilities may include the following:

- Creating maps, signs, or brochures for recreation areas.
- Help develop interpretative resources for recreation areas.
- Conducting float patrols on rivers by raft/canoe/kayak.
- Patrolling Wildlife Management Areas by ATV/UTV to contact campers, horseback riders, and ATV riders.
- Position may involve some overnight tent camping at more remote recreation sites or if working in an area away from the base location, such as on a river corridor.
- Working with FWP Law Enforcement Officers to provide information of violations encountered.
- The intern may also periodically work with other FWP staff at different state parks, river corridors, and on recreation projects as they arise.
- Assist the maintenance team on recreation site improvement projects.
- The intern will have the opportunity to work with their supervisor to create opportunities that will assist them with their career goals.

#### **SKILLS, ABILITIES, KNOWLEDGE NEEDED:**

Some of the skills, abilities, and knowledge below would be beneficial to the internship position but are not all required. Please list all related skills in your application. FWP will provide training and help improve the intern's skillset where necessary.

#### **Physical Demands:**

- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, hot temps, wind, and bugs, bears, and snakes.
- The position will involve frequent travel and drive time in a state vehicle that may involve driving for several hours to get to a location and driving on dirt roads. A valid driver's license is required.
- The position will require walking, hiking, lifting heavy things, standing, and being outdoors often doing physical work.
- The intern will be frequently communicating and interacting with the public at recreation sites, often with no internet or cell phone service.

#### **Knowledge, Skills, and Abilities:**

- Knowledge, education, and field skills in Parks and Recreation, Natural Resource Management, or

- other outdoor recreation or resource management related field.
- Basic computer skills, which may include email, word, excel, ArcGIS, Adobe software, etc.
  - CPR/AED, first aid training, or wilderness first responder training.
  - The ability to row a raft or paddle a canoe on class 2-3 rivers.
  - The ability to drive an ATV or UTV in the backcountry setting.
  - The ability to drive a 4x4 truck on unimproved roads.
  - Knowledge of Montana's fish and wildlife species and other natural resources.
  - Demonstrate skill, experience, and knowledge of Montana's diverse outdoor recreation uses, including fishing, hunting, rafting, camping, mountain biking, horse-back riding, ATV use, backpacking, etc.
  - Demonstrate the ability to communicate effectively with the public, including recreationists, ranchers, guides and outfitters, business owners, farmers, neighboring landowners, and other agency employees.
  - Ability to work independently with little cell phone service or internet access, and in remote locations.
  - Demonstrates the ability to communicate with sometimes dissatisfied or frustrated visitors. Has self-awareness of personal safety priority. As a non-law enforcement position, the intern will communicate effectively with the supervisor and law enforcement if a situation arises that warrants additional steps.
  - Treats people with respect, courtesy, and fairness.
  - Is committed to serving the public interest.
  - Willing to learn new things and takes initiative to continuously improve professional knowledge and skills.

**APPLICATION MATERIALS:**

- Resume**
- Cover Letter**
- References**

Please provide the name and contact information for 2-3 professional references.

**SEND APPLICATION MATERIALS TO:**

**Cannon Colegrove**

**Email (preferred):** [Cannon.Colegrove@mt.gov](mailto:Cannon.Colegrove@mt.gov)

**Or Mail:**

**Cannon Colegrove  
4600 Giant Springs Rd.  
Great Falls, MT 59405**

**COOPERATING SPONSORS OF PROJECT:**  
FWP

**FUNDING SOURCES:**

6819 - \$ whatever Helena can provide  
6455 - \$ cover the rest

**PROJECT NUMBERS FOR EACH FISCAL YEAR:**

6819 - 2026  
6455 - 2026

**DO ANY OF YOUR PROJECT NUMBERS USE FEDERAL FUNDING?**  Yes  No

**IF SO, PLEASE NOTE WHICH PROJECT NUMBERS AND FUNDING SOURCE:**

NA

**EXPECTED COST OF INTERNSHIP, INCLUDING ALL BENEFITS AND OVERHEAD, PER FISCAL YEAR:**

6819 - \$ TBD based on Helena assistance - 2026  
6455 - \$ TBD based on Helena assistance - 2026

**ESTIMATED TOTAL COST OF INTERNSHIP:**

The estimated total cost will be \$7,853 (this is an estimate!)

**WILL ANY GRANTS OR SCHOLARSHIPS BE USED TO FUND THE INTERNSHIP?**

Yes  No

**IF SO, PLEASE LIST NUMBERS ATTACHED TO THOSE:** NA

**ADDITIONAL INFORMATION:**