

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM REQUEST

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE:

ADDRESS: 25 Lewis & Clark Caverns State Park Rd

CITY: Whitehall

STATE: MT

ZIP:59759

PHONE:406-287-3541

EMAIL ADDRESS: lewis&clarkcavernsstatepark@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 5, 2024

APPLICATION DEADLINE: Friday, February 2, 2024 at 5:00 PM (postmarked)

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

POSITION TITLE: Interpretive Cave Intern

OF POSITIONS: 1

LOCATION(S): Lewis & Clark Caverns State Park

WORK START/END DATES: March 3rd 2025

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

TRAINING/ORIENTATION DATES: March 3-7 and April 26-27

HOURLY PAY: 13.00

ADDITIONAL COMPENSATION/RESOURCES:

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

POSITION DESCRIPTION/SCOPE OF WORK: This position would involve providing interpretive programming at Lewis and Clark Caverns State Park. The primary task would be providing cave tours, allowing over 3,000 people the opportunity to experience the natural wonder of Lewis & Clark Caverns. Alongside this role, they would be doing 10-minute interpretive programs for the public waiting for the next tour. The

intern would also be encouraged to develop additional interpretive programming according to their specific interests. This position would also assist with routine cleaning tasks in the visitor center, cave, restrooms, grounds, etc.

This position may provide Certified Interpretive Guide (CIG) training March 3-7, and Lewis and Clark Caverns staff-specific training April 26-27. Both trainings are mandatory.

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

The knowledge, skills, and abilities of this position are normally attained through combination of education and experience equivalent to high school graduate with some work or club experience featuring public/customer service and interest/experience in one of the following fields of study: park or natural resources management, communications, education, public speaking, interpretation, tourism, history, psychology, sociology, archaeology, paleontology, fish and wildlife management, and geology. Other combinations of education and experience will be considered on a case-by-case basis.

APPLICATION MATERIALS:

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

SEND APPLICATION MATERIALS TO: Rene Carter at rene.carter@mt.gov

COOPERATING SPONSORS OF PROJECT:

FUNDING SOURCES:

PROJECT NUMBERS FOR EACH FISCAL YEAR:

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

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

6323

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

7889.00

ESTIMATED TOTAL COST OF INTERNSHIP: 7889.00

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

Yes No

IF SO, PLEASE LIST NUMBERS ATTACHED TO THOSE:

ADDITIONAL INFORMATION: