

**MONTANA FISH, WILDLIFE & PARKS**

**INTERN PROGRAM REQUEST**

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

**CONTACT PERSON'S NAME/TITLE:** Brian Schwartz/Rec Manager

**ADDRESS:** 300 Lone Pine Road

**CITY:** Kalispell

**STATE:** MT

**ZIP:** 59901

**PHONE:** (406) 755-2706 ext. 3

**EMAIL ADDRESS:** [Bschwartz2@mt.gov](mailto:Bschwartz2@mt.gov)

**DATE OF ANNOUNCEMENT:** Friday, January 5, 2025

**APPLICATION DEADLINE:** Friday, February 16, 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:** Lone Pine State Park Intern

**# OF POSITIONS:** 1

**LOCATION(S):** Lone Pine State Park

**WORK START/END DATES:** 5/18/2025 – 8/9/2025 (12 weeks - flexible)

**HOURS/WEEK:** 40                      **TOTAL HOURS FOR INTERNSHIP:** 480

**TRAINING/ORIENTATION DATES:** 5/18/2025

**HOURLY PAY:** \$14.00/hour, No per diem, housing or vehicle available

**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:** Duties include assisting visitors at the Lone Pine Visitor Center , assisting with the development and delivery of interpretive and educational programs to students, groups and visitors, leading hikes, assisting with school field trip activities, gift shop retail sales, light building/grounds/trail maintenance, janitorial, and other duties as assigned. Other projects will include performing volunteer recruitment and community outreach with AmeriCorps staff. Assisting Park Mangers to develop a vegetation management plan and forest inventory for all Region 1 state parks.

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

- Public speaking skills
- Customer service skills
- Team mentality while also able to work independently.
- Course work in a natural resource related field. Forestry education preferred for this position, but related skills and experience will be considered.

**APPLICATION MATERIALS:**

Resume

Cover Letter

References

Other (please specify):

**SEND APPLICATION MATERIALS TO:** Brian Schwartz, [Bschwartz2@mt.gov](mailto:Bschwartz2@mt.gov)

**COOPERATING SPONSORS OF PROJECT:**

None

**FUNDING SOURCES:** Lone Pine State Park operations

**PROJECT NUMBERS FOR EACH FISCAL YEAR:** 6123

**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:**

FY24: 240 hours X \$14.00/hour - \$3360.00

FY25: 240 hours X \$14.00/hour - \$3360.00

**ESTIMATED TOTAL COST OF INTERNSHIP: \$6720.00**

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

Yes  No

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

**ADDITIONAL INFORMATION:**