

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM REQUEST

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Amber Lopatine/Parks and Outdoor Recreation Planner

ADDRESS: 1420 E 6th Avenue

CITY: Helena

STATE: MT

ZIP: 59601

PHONE: 406-444-3364 **EMAIL ADDRESS:** amber.lopatine@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 5, 2024

APPLICATION DEADLINE: Friday, February 16, 2024 at 5:00 PM (postmarked)
(UNLESS OTHERWISE NOTED ON THIS FORM BY SUPERVISOR)

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

POSITION TITLE: Accessible Recreation Intern

OF POSITIONS: 2

LOCATION(S): FWP Headquarters - Helena, MT preferred with the option to be based out of an FWP region office.

WORK START/END DATES: 5/19/2025-8/8/2025 (flexible depending on availability)

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

TRAINING/ORIENTATION DATES: First Day of work, approximately 5/19/2025

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 will assist Montana Fish, Wildlife & Parks (FWP) in evaluating and enhancing the accessibility of FWP sites, including State Parks, Fishing Access Sites (FASs), and Wildlife Management Areas (WMAs). Building upon existing inventory data, the interns will work with regional FWP staff and visit various FWP sites to assess the current status, quality, and compliance level of accessibility features. They will collaborate across divisions with the Parks and Outdoor Recreation Planners, the Diversity

Coordinator, and Landscape Architects to identify gaps and opportunities for improvement. Interns will document findings and contribute to updating accessible feature information on the FWP webpage. As a final deliverable, they will produce a tangible product such as a comprehensive accessibility report; a scoring system that FWP can use for future accessibility assessments, or a public-facing accessibility guide or brochure. These deliverables will inform FWP's ongoing accessibility efforts and provide practical resources for public use. Travel throughout the state of Montana, sometimes overnight, will be expected in this role up to 50% of the time.

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

The ideal candidates for this internship are undergraduate or graduate students currently enrolled in programs related to Parks and Recreation, Landscape Architecture, Accessibility Design, Environmental Studies, or similar fields. Applicants should possess strong organizational and analytical skills, with a keen attention to detail, particularly in evaluating and documenting accessibility features. Proficiency in Microsoft Office Suite and familiarity with GIS software is preferred. Effective communication and collaboration abilities are essential, as the interns will work closely with interdisciplinary teams, including Parks and Outdoor Recreation staff, Landscape Architects and the Diversity Coordinator. The role requires an ability to conduct on-site assessments in various environmental conditions and to synthesize findings into practical recommendations. Travel throughout the state of Montana, sometimes overnight, is required, including the potential for long drives or extended travel time to sites. Knowledge of ADA accessibility standards and guidelines is required, while familiarity with outdoor recreation management and design principles is advantageous.

APPLICATION MATERIALS:

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

SEND APPLICATION MATERIALS TO: amber.lopatine@mt.gov

COOPERATING SPONSORS OF PROJECT: FWP - POR, Legal, and D&C Divisions

FUNDING SOURCES: POR Division

PROJECT NUMBERS FOR EACH FISCAL YEAR: 6801

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

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

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

FY'25: \$6,120.00/intern

FY'26: \$6,120.00/intern

ESTIMATED TOTAL COST OF INTERNSHIP: \$12,240/intern

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

- Yes No

IF SO, PLEASE LIST NUMBERS ATTACHED TO THOSE: N/A

ADDITIONAL INFORMATION: N/A