MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: Michelle McNamee, Outdoor Recreation Program Manager

ADDRESS: PO Box 200701, 1420 E 6th Ave

CITY: Helena
STATE: MT
ZIP: 59620-0701

PHONE: 406-444-7642
EMAIL ADDRESS: michelle.mcnamee@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: LWCF Inspections Assistant

# OF POSITIONS: 1

LOCATION(S): Helena HQ (Annex)

WORK START/END DATES: Summer 2021: June 1 to August 20, 2021 (negotiable)

HOURS/WEEK: 40 hours/week

TRAINING/ORIENTATION DATES: Approx June 1, 2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

$10 per hour
Uniform will be provided.
Vehicle will be provided for work-related duties in the field.

POSITION DESCRIPTION:
The federal Land & Water Conservation Fund (LWCF) Program is an outdoor recreation grant program managed by Montana State Parks. Grants are awarded to communities throughout Montana for outdoor recreation projects such as swimming pools, ball fields, playground equipment upgrades, and similar projects. Since its inception in 1965, over $38 million has been invested in nearly 800 individual projects statewide. Tasks for this internship opportunity include: Visiting project sites statewide to conduct in-person inspections, completing and submitting reports, assist with managing program database and project files, and coordinating with federal contacts at the National Park Service.

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

Seeking a undergraduate student with an interest in public policy and/or environmental resources. A background in those disciplines is preferred but not required. The student should be able to work independently under limited supervision. The student must be detail oriented, able to work independently, able to perform basic office tasks such as writing reports and working in Microsoft Excel, and willing/able to multitask.
APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Resume, cover letter, references, and supplemental question ("Why are you interested in this position?)

Please send to contact person listed above.

ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

No housing provided.
MONTANA FISH, WILDLIFE & PARKS INTERNSHIP PROGRAM

ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: Michelle McNamee, Outdoor Recreation Program Manager

ADDRESS: PO Box 200701, 1420 E 6th Ave

CITY: Helena
STATE: MT
ZIP: 59620-0701

PHONE: 406-444-7642
EMAIL ADDRESS: michelle.mcnamee@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: Recreation Programs Records Intern

# OF POSITIONS: 1

LOCATION(S): Helena HQ (Annex)

WORK START/END DATES: Summer 2021: June 1 to August 20, 2021 (negotiable)

HOURS/WEEK: 40 hours/week

TRAINING/orIENTATION DATES: Approx June 1, 2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

$10 per hour
Uniform will be provided.
Vehicle will be provided for work-related duties in the field.

POSITION DESCRIPTION:
Montana State Parks administers six outdoor recreation grant programs, including the federally funded Land & Water Conservation Fund (LWCF) and Recreational Trails Program (RTP). These programs’ grants fund projects such as motorized and nonmotorized trails, swimming pools, ball fields, playground equipment upgrades, etc. This position will work with Montana State Parks grant program managers to organize and manage the programs’ records. Tasks for this internship opportunity include: Managing program database and project files, digitizing files, assisting with visiting to project sites to conduct in-person inspections, completing and submitting reports, etc.

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

Seeking a undergraduate student with an interest in public policy and/or environmental resources. A background in those disciplines is preferred but not required. The student should be able to work independently under limited supervision. The student must be detail oriented, able to work independently, able to perform basic office tasks such as writing reports and working in Microsoft Excel, and willing/able to multitask.
APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Resume, cover letter, references, and supplemental question ("Why are you interested in this position?")

Please send to contact person listed above.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

No housing provided.
MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: Brian Schwartz/Park Manager

ADDRESS: 300 Lone Pine Road

CITY: Kalispell
STATE: MT
ZIP: 59901

PHONE: (406) 755-2706 ext. 3
EMAIL ADDRESS: Bschwartz2@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: Lone Pine State Park Intern

# OF POSITIONS: 1

LOCATION(S): Lone Pine State Park

WORK START/END DATES: 6/6/2021 – 8/25/2021 (Flexible depending on availability)

HOURS/WEEK: 40 Hours per week

TRAINING/ORIENTATION DATES: First Day of work, approximately 6/6/2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): $10.00/hour, No per diem, housing or vehicle available

POSITION DESCRIPTION:
Duties include Visitor Center staffing, facility cleaning, customer service, revenue collection, providing interpretive talks to groups and visitors, leading hikes, assisting with school field trip activities, light building/grounds/trail maintenance and other duties as assigned. Other projects will include performing volunteer recruitment and community outreach while AmeriCorps staff is offsite attending required trainings and activities. Contributions to educational program development will also be possible to keep the activities fresh and relevant for park visitors.

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.
APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):
Resume, cover letter and references. Please send to contact person listed above.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Park Manager has contact information for inexpensive housing possibilities.
MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: Brad Liermann/ Fisheries Biologist

ADDRESS: 72 Rock Creek Road

CITY: Clinton      STATE: MT   ZIP: 59825

PHONE: 406-241-9989  EMAIL ADDRESS: liermann@blackfoot.net

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

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POSITION TITLE: Rock Creek Fisheries Intern    # OF POSITIONS: 1

LOCATION(S): Missoula/Clinton

WORK START/END DATES: 7/5/21-9/17/21

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: N/A

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): $13/hr

POSITION DESCRIPTION: Fisheries intern will assist fisheries biologist and technician with tributary and lake assessment work in the Upper Clark Fork drainage. The intern will also assist a graduate project investigating Westslope Cutthroat Trout, Rainbow Trout and their hybrids spawning habitat use and tributary genetic status. Long term monitoring data collection efforts are also being established in tributaries with important native species populations and this position will assist with this data collection effort.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Basic knowledge of biology and biological methods for sampling populations are important with an emphasis on fisheries. Basic fish identification skills would also be advantageous. Previous experience conducting fish sampling will also be assessed during the hiring process.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.): Submit a resume with references and a short cover letter to contact person listed above.
ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Project headquarters located near Missoula. An FWP truck will be available from Missoula to work station (aprx. 25 miles) on most days but may need to commute to work station in a personal vehicle occasionally.
POSITION TITLE: River Recreation Outreach Coordinator Intern  # OF POSITIONS: 1

LOCATION(S): Region 2, Missoula

WORK START/END DATES: Approximately May 24 – August 10, 2021

HOURS/WEEK: 32-40

TRAINING/ORIENTATION DATES: First week of work

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): $11/hour

POSITION DESCRIPTION: This person will be responsible for assisting recreation managers in FWP Region 2 in outreach efforts to partners and river recreation users, with a focus on those users to Milltown State Park and Sha-Ron FAS. The intern will coordinate outreach efforts to partners such as Missoula County Sheriffs Department, FWP Law Enforcement, media outlets and FWP Communication and Education Division; coordinate alternative transportation concepts and projects with partners such as Missoula County Public Works, the Associated Students of the University of Montana and the Missoula Downtown Association; schedule, coordinate and implement efforts to direct traffic and users at Milltown State Park during peak use times, including recruitment, scheduling and oversight of volunteers.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Excellent organization and people skills required. Previous work in a park and recreation setting desired. Students in Parks, Recreation and Tourism programs are encouraged to apply.
APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):
Include a resume, cover letter and three references. Please send to contact person listed above.
EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Claire Gower/Vanna Boccadori Wildlife Biologist(s)

ADDRESS: 1400 South 19th Avenue

CITY: Bozeman STATE: Montana ZIP: 59718

PHONE: 406-599-1691 EMAIL ADDRESS: cgower@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: Wildlife Intern # OF POSITIONS: 1

LOCATION(S): Butte, MT

WORK START/END DATES: Approximately May 15th – August 15th HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: Training date in late April or early May, to be determined.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

$11.50/hr plus per diem (meals) at state rates when in the field overnight. No housing is provided. Holiday/weekend work will be required. There is no overtime for this position, paid holidays, or additional compensation for working on holidays or weekends. A state vehicle will likely be available. Individuals may need to use personal vehicle for part of all of summer if state/federal vehicle not available. Interns would be compensated for mileage at approximately $0.50/mile. Duration of the job depends on funding.

POSITION DESCRIPTION:

Interns will work with the Regional MFWP wildlife biologist and the Butte area wildlife biologist to conduct all aspects on the Regional wildlife program (50% game and 50% nongame). Most of the work will be conducted in the Butte area but there will be some travel within the Region. The intern will focus on non-game surveys which include routine monitoring of nesting bald eagles, and comprehensive searches and monitoring of golden eagle nest sites; conduct Species of Concern (SOC) surveys to remove species from the Species of Greatest Inventory Need list (SGIN) - including surveys for high alpine species (Black-rosy finch), rare or poorly documented lagomorphs (Black-tailed jack rabbit and pygmy rabbit), Cliff dwelling birds (Black swift). Some of these surveys will be in association with adjacent Regions (Region 2 - Missoula).

In coordination with private landowners the intern will conduct trumpeter swan nesting surveys as part of the trumpeter swan restoration efforts. The intern will conduct nongame inventories on Wildlife
Management Areas, including amphibian and reptile dip net surveys and nocturnal call surveys, monitoring bat boxes, expanding a kestrel nest box program, and working on a long-term bird banding program. There will also be deployment of bat acoustic detectors around the Region. The intern may be requested to assist with developing survey protocols to repeat historic surveys (historic pygmy rabbit surveys) and help analyze data. Interns will be responsible for data submission, preparing final Species of Greatest Inventory Need summary reports, and developing protocols for future years SGIN.

The intern will be splitting their time to work on the game program, assisting a PhD student with mountain grouse surveys as part of a dusky grouse distribution research project. Assisting with pronghorn fencing projects to facilitate pronghorn migration; conducting mountain goat reconnaissance in the Pintler mountain range, tracking bighorn sheep in the highland, and conducting all other aspects of the wildlife program as advised by the Butte area wildlife biologist.

This work requires the ability to work independently at times. Often this work will involve long hours (early mornings/evening surveys), sometimes hiking long distances sometimes in grizzly bear habitat and often under inclement weather conditions carrying backpacks and field gear. The intern will be required to work with other biologists, law enforcement officers, interns and/or volunteers at times. Interns would work directly with FWP biologists and other FWP staff, Montana Natural Heritage Program biologists, private landowners, and local non-profit organizations. Contact Claire Gower or Vanna Boccadori in Region 3 for more details on job description.

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

Good communication skills, ability to work in a group or independently; 1-2 years in biology, wildlife biology, wildlife management, or ecology. Skills in both mammalogy and ornithology are desired. A desire to work with both game and nongame. The intern will be expected to be able to follows survey protocols and conduct surveys diligently with detailed data collection. Will be expected to be able to identify species (particularly birds) and be able to use ID guides, binoculars and high-powered spotting scopes (provided). Experience hiking moderate to long distances with a back pack in grizzly bear country and experience using bear spray is desired. The intern must be willing to work away from home and camp if the location of the field work is located away from Butte. The intern may be required to overnight backpack on occasion. It is particularly important that the intern has a high level of awareness and can conduct themselves safely in the outdoors. Must be able to represent the agency in a professional manner and professionally work with landowners and the public relaying accurate FWP information. Must have the ability to use 4-wheel drive vehicles. Some experience pulling trailers and driving All Terrain Vehicles (ATV) is desirable. Able to carry 35-50 lbs. Interns will need to keep in close contact with multiple agencies and organizations or individuals depending on their location and assignments.

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):**

Submit 1 digital copy of current resume identifying experience and skills related to the intern position description with list of 3 reference contacts. Please provide a list of relevant classes you have completed as part of your resume. Also send cover or transmittal letter explaining the reasons for your interest in the internship, personal vehicle that you may have for use if needed, and why you are qualified to do the work. Send above to Claire Gower, email cgower@mt.gov or mail to Montana Fish, Wildlife & Parks, 1400 South 19th Avenue, Bozeman, Montana, 59718 no later than 5:00 pm on March 1, 2021. Selections are generally made within 2-3 weeks of closing date. E/mail preferred with header “Region 3 Wildlife Intern”

**ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE, I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)**

Training will be determined after the start of the internship.
MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: Alex Sholes - Giant Springs and Ackley Lake Park Manager

ADDRESS: 4803 Giant Springs Road

CITY: Great Falls  STATE: Montana  ZIP: 59405

PHONE: 406-727-1212  EMAIL ADDRESS: alex.sholes@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

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POSITION TITLE: Giant Springs Intern

# OF POSITIONS: 1

LOCATION(S): Great Falls, MT – Giant Springs State Park

WORK START/END DATES: Flexible, roughly late May-Mid August  HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: Immediately upon hiring and first days of work

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

- $11/hour
- Work shirts and hat will be provided
- State vehicle will be provided for work related travel

POSITION DESCRIPTION:
Giant Springs State Park provides a dynamic, active and progressive setting for the development and success of an intern. Giant Springs is the State’s most visited park, with approximately 500,000 visitors annually. The park encompasses over 4,600 acres of diverse environments and landscapes. This provides ample opportunity for an intern to work with the public, conduct programs, and develop valuable work habits. These elements in conjunction with the project the intern will complete, provide for a well-rounded experience that will greatly benefit an individual pursuing a career in Park and Recreation Management and/or Natural Resources.

Major duties:

- Intern project – Conduct the park’s Junior Ranger program. Planning will be done by intern, with assistance from the manger. Typically, it’s a 5-week program, 1 program per week that lasts around 1.5 hours.
- Assist visitors in the Ranger Station by collecting fees, answering questions and informing visitors about the history/geology of the springs and surrounding area.
- Conduct educational tours/programs for school groups and visitors to the State Park. Programing will be related to conservation, education, interpretation or physical activity.
- Assist with maintenance in the State Park and adjacent conservation lands including noxious weed
control, trash collection, trail work, infrastructure repair, and project work.

- Roving interpretation will sometimes be required.
- Assist with special events such as concerts, performances, car show, or movie night.

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

Applicant must be able to communicate effectively (oral and written) and be comfortable speaking to large groups of people.

Applicant must be able to use computers effectively including: Word, Excel, Power Point, and Publisher.

Applicant must be self-motivated and comfortable working unsupervised, be able to hike for distances of up to 5 miles and be able use GPS units.

Applicant must be able to perform manual labor duties such as trail work, weed pulling, painting, lawn mowing, etc.

Applicants can be undergrad or graduate students with majors in: Parks & Recreation Management, Environmental Education/Science, Education, Natural Sciences or Natural Resources.

Applicant must be enrolled in College.

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):**

Applicant must submit: Resume, Cover Letter and 3 work related references
- Please include work experiences, education, trainings, special skills, certifications, interests/hobbies

**ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE IE. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)**

No housing is provided as part of internship. The Ursuline Centre, located in Great Falls, rents dorm style rooms and has been used by employees in the past. Rent is $10/night.
EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Brett Dorak

ADDRESS: PO Box 1125

CITY: Malta     STATE: MT   ZIP: 59538

PHONE: 406-654-2272     EMAIL ADDRESS: Brett.Dorak@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: Region 6 Wildlife Habitat Intern

LOCATION(S): FWP Administration Region 6 (Glasgow/Malta/Havre)

WORK START/END DATES: Approximate May 31 – August 27, 2021

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: May 31 – June 4, 2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):
$11.50/hr with per diem at the state rate. There is no overtime, paid holidays, or additional compensation for working on holidays or weekends for this position. Although it is expected that a state vehicle will be available to the intern, if required to use personal vehicle the state will reimburse intern at standard rates. Intern will be expected to wear FWP uniform, which will be provided at no charge.

POSITION DESCRIPTION:
This intern position will provide opportunity to work on wildlife habitat improvement across Northeast Montana. Position will be under the guidance of area wildlife biologists and wildlife management technicians across FWP Region 6. The position is focused on implementing activities to improve Habitat Quality in Western Big Game Winter Ranges and Migration Corridors in Northeast Montana. Activities include fence modification, fence removal, weed control measures, fence mapping, and ground truthing predicted migration corridors. Additionally, the position will help with current pronghorn research in the area by conducting fawn at heel surveys and vegetation sampling. The intern will also have opportunities to help with mist netting and tracking bats and potentially other nongame surveys. Furthermore, the position will assist in maintenance and improvement activities on FWP’s Wildlife Management Areas across Region 6. Activities include fencing, weed control, mowing, shrub planting, and shrub thinning. There are opportunities to be involved in other wildlife work across the region including wildlife surveys, as well as being a part of a collaborative work environment with partnering agencies, conservation organizations and landowners.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION: UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):
Applicant must be a college student enrolled in Range Management, Wildlife & Fisheries Biology/Management, Outdoor Recreation Management or other outdoor/wildlife related curriculum in order to be considered. Past wildlife and habitat management or hunter access program experience is not necessary, but a willingness to learn these practices is expected. Applicant should have at least some past experience with equipment such as manual and power post-holing tools, fencing tools, GPS units and maps, shovels, picks, weed eaters and other types of landscaping-type tools, sprayers, all-terrain vehicles, driving and backing pull-type trailers, and driving manual and automatic transmission 4WD pickups. Applicant should have some basic computer skills. Applicant should be comfortable working outdoors in varying weather conditions. Applicant should be very comfortable working with people, especially landowners, staff from other natural resource management agencies and students/youth. Applicant should have a valid driver’s license.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):
Please provide a letter of interest, resume, copy of transcripts, and 3 references with phone numbers and email addresses to Brett Dorak at Brett.Dorak@mt.gov

For more information regarding this position, please contact Brett Dorak at Brett.Dorak@mt.gov or 406-654-2272.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)
The weather conditions in the areas where the intern will be working vary greatly, from cold, wet, and windy, to hot and humid. At times the intern may be working alone in remote areas.
The intern will not work overtime and there are no paid holidays, or additional compensation for working on holidays or weekends.

Housing is not provided, however there is potential to arrange for housing at Bowdoin National Wildlife Refuge to be paid by the successful applicant or the potential of a camper trailer.
MONTANA FISH, WILDLIFE & PARKS INTERNSHIPS

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Thomas M. Weaver – Fisheries Research Specialist

ADDRESS: 490 North Meridian Road

CITY: Kalispell

STATE: MT

ZIP: 59901

PHONE: (406) 751-4551

EMAIL ADDRESS: tweaver@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 (postmarked by 5:00 PM)

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

POSITION TITLE: Fisheries Intern

# OF POSITIONS: 1

LOCATION(S): Kalispell Based – Region 1

START/END DATES: Approx. June 7, 2021 – August 27, 2021

HOURS/WECK: 40

TRAINING/ORIENTATION DATES: On the job training, which will be completed as various tasks are undertaken.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): Hourly wage ($13.00/hr) and per diem at State rate. Housing and personal vehicle to be secured by successful applicant (see Additional Information: )

POSITION DESCRIPTION: Assist regional fisheries staff in completing mountain lake surveys and fish population estimates by netting, angling and electrofishing. Laboratory tasks will include analysis of streamed substrate samples and data entry/summarization using standard software. Additional tasks may be required. Will need flexibility in scheduling; hiking and overnight camping in backcountry situations will occur several times during the field season. Must be able to wade in small – moderate sized streams while at times carrying up to 40 lbs. River angling skills required; specifically, fly fishing skills where catch, tagging and release of fish will be necessary to complete population estimates.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION: UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Knowledge, skills and abilities to be developed as tasks are completed. Either undergraduate or graduate level, majoring in resource management, environmental studies or closely related fields required.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC): Selection based on resume along with cover letter and two references. Please send application materials to the contact person listed above by the specified application deadline date. Materials may be sent electronically or by mail.
ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.): Must be physically fit and willing to hike considerable distances on closed roads, trails and in streams, carrying up to 40 lbs. Weather conditions can be highly variable and schedule must be flexible and subject to change on short notice. Applicant must have a valid driver’s license and current insurance if personnel vehicle is driven during the internship. Housing may be possible part time, depending on camper trailer availability. If an out-of-state student’s college does not accept our internship contract, the student will be required to take at least one credit at a college in Montana during their internship.
MONTANA FISH, WILDLIFE & PARKS INTERNS PROGRAM

ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Lucas Bateman

ADDRESS: FWP Dillon Area Resource Office, 730 ½ N. Montana

CITY: Dillon

STATE: MT

ZIP: 59725

PHONE: 406-683-9310

EMAIL ADDRESS: lbateman@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

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POSITION TITLE: Beaverhead and Ruby Watersheds Summer Intern

# OF POSITIONS: 1

LOCATION(S): Dillon, Beaverhead, Red Rock and Ruby River Drainages

WORK START/END DATES: June 7, 2021 to August 27, 2021

HOURS/WEEK: 40

TRAINING/orIENTATION DATES: June 7, 2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC: $13.00/hr. for 12 weeks, or a combination of wages and credits.

POSITION DESCRIPTION: The fisheries intern in the Beaverhead and Ruby River Watersheds will assist in completion of two projects pertaining to native fishes: 1) Westslope cutthroat trout conservation in tributary streams to the Beaverhead and Ruby rivers, and 2) Management of high elevation lakes stocked with Westslope cutthroat trout to provide recreational sport fisheries. The selected intern will assist a FWP crew in survey and inventory of native resident Westslope cutthroat trout populations to determine population status and genetic characteristics to develop conservation plans, physical removal of non-native fishes occurring in sympathy with Westslope cutthroat trout via electrofishing and piscicide, and survey and inventory of fish assemblages in high mountain lakes via gill netting to develop lake-specific management strategies. This position will also assist with data entry, age and growth analysis of river and reservoir sport fisheries, and Arctic grayling conservation and monitoring.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION: UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Must be currently enrolled in a college or university, preferably around the Butte or Dillon areas (i.e., no housing will be provided). Minimum GPA of 3.00 is required in majors such as Biology, Fish and Wildlife, Outdoor Recreation, or Environmental Science/Studies. The person hired must be in good physical shape and be able to hike 5 miles per day and carry equipment including, but not limited to a 40+ lb. backpack, small outboard motors and other heavy objects. Most work will be performed outside and often in remote places. Incumbent must be comfortable working
outdoors and knowledge of camping and backpacking are valuable, as is the ability to read and interpret
topographical maps. Person must have a valid driver’s license and be comfortable riding ATV’s. Person
must also be comfortable communicating with private landowners and the public.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES,
ETC.): Recent transcripts, letter of application (include the following in the letter: why you would like
this position and how it relates to your career goals and how you are physically prepared for strenuous
outdoor work), two letters of reference, and a brief resume to contact person listed above.

ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY
AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA
SLEEPING ROOM, ETC.) The rewards are great for the student who is capable of successfully filling
this position, but the job is physically challenging. This is an excellent summer opportunity for someone
majoring in Fish and Wildlife Management or related field and for those desiring college credits as an
internship, individual problems project, or independent study. It is also suitable for teachers pursuing
college credit for re-certification, although they must arrange for the credits themselves.
MONTANA FISH, WILDLIFE & PARKS INTERN PROGRAM

ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: Jay Pape, Fishing Access Site Manager

ADDRESS: 1400 S 19th Ave

CITY: Bozeman  STATE: MT  ZIP: 59715

PHONE: 406.577.7873  EMAIL ADDRESS: jpape@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

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POSITION TITLE: Weed Crew Intern  # OF POSITIONS: 1

LOCATION(S): FWP Region 3 Headquarters, Bozeman

WORK START/END DATES: June 15th, 2021 thru approx. 8/15/21  HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: June 15th, 2021

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC:
Hourly Rate- $13.00
Per Diem- $8.50 per day
Housing- None
Vehicle- FWP will provide crew with a vehicle.

POSITION DESCRIPTION:
This intern will be a member of the weed spraying crew for the Region 3 Fishing Access Site program. The intern will report to the FAS Manager and the Weed Crew lead to perform weed control utilizing chemical, biological and mechanical methods on the 100+ Fishing Access Sites.
Skills, Abilities, Knowledge Needed (Education; Undergrad/Grad Level, Suggested/Required Majors):
This position requires the desire and ability to work outdoors in all weather conditions as a member of the FAS weed crew. Candidate should be near completion of an undergraduate program in a range or plant sciences. Graduate students in those programs are also eligible. This is a physically demanding position requiring the ability to carry a backpack of up to 35 pounds over steep and uneven terrain for long hours. With the provided training, the candidate may also load/unload and operate an ATV equipped with weed spraying apparatus. The ability to safely to work independently and part of a crew in remote locations is extremely important.

Application Materials/Procedures (Resume, Cover Letter, References, Etc.):
Please supply resume, cover letter stating their interest and relevant abilities in addition to three references. Ideally, the references should pertain to positions requiring physical outdoor work such as ranching, farming or construction. Please send to contact person listed above.
EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Shannon Blackburn, Fisheries Biologist

ADDRESS: 2300 Lake Elmo Drive

CITY: Billings

STATE: MT

ZIP: 59105

PHONE: (406) 598-5470

EMAIL ADDRESS: shannon.blackburn@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: Billings Area Summer Intern

# OF POSITIONS: 1

LOCATION(S): Billings, MT

WORK START/END DATES: Approximately June 28th, 2021 to August 27th, 2021 (flexible start/end dates)

HOURS/WEEK: 40 hrs/week; 320 hours total internship

TRAINING/ORIENTATION DATES: June 2021 upon hire

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): $13.00/hour

POSITION DESCRIPTION: Fisheries fieldworker in the Billings area (Yellowstone, Musselshell, and Bighorn drainages) and Pryor Mountains with potential to work in the Absaroka-Beartooth (A-B) Wilderness, Crazy Mountains, and the upper Yellowstone River. Typical work week will be 3 to 5 days of field work to evaluate environmental conditions and fish populations in streams, rivers, lakes, and reservoirs in Region 5. Personnel will use various fisheries techniques including gill nets, seines, electrofishing, traps, and angling to sample, identify, and collect fish weight, length, and ageing structures. Occasional office work for gear maintenance and data entry will also be required.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Must be currently enrolled as an undergraduate at an accredited college or university. Minimum GPA of 3.00 is preferred in a major such as
Biology, Fish and Wildlife, Outdoor Recreation, or Environmental Science. Must be able to hike long distances over uneven ground with gear and packs that may exceed 60 pounds in diverse (and sometimes inclement) weather conditions. Knowledge of camping and backpacking, prairie fish identification, and the ability to read and interpret maps is a plus.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

1. Recent academic transcript (unofficial)

2. Cover letter (include why you would like this position, how it relates to your professional goals, and any experience with fieldwork, data collection, and fish identification)

3. Resume with at least 2 professional and/or academic references

Please send application materials to Shannon Blackburn via email listed above (preferred) or postal service.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

The rewards are great for the student who is capable of successfully filling this position, but the job is physically challenging. This is an excellent summer opportunity for those desiring college credits as an internship, individual problems project, or independent study. An internship with Montana Fish, Wildlife & Parks provides experience working for a state management agency and could help toward a career in fisheries or wildlife management. Camping and backpacking gear provided.
MONTANA FISH, WILDLIFE & PARKS INTERN PROGRAM

ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Bryan Giordano, Beartooth Fisheries Biologist

ADDRESS: 2300 Lake Elmo Dr

CITY: Billings  STATE: MT  ZIP: 59105

PHONE: 406-698-1905  EMAIL ADDRESS: bryan.giordano@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

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POSITION TITLE: Mountain Lakes Summer Intern  # OF POSITIONS: TWO

LOCATION(S): Billings- Absaroka-Beartooth Wilderness

WORK START/END DATES: Approximately July 5 to 2021- August 20, 2021

HOURS/WEEK: 40 hours per week; 280 hours total

TRAINING/ORIENTATION DATES: July 2021 (upon hire/arrival)

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

$13/hr for 7 weeks, or a combination of wages and credit

POSITION DESCRIPTION:

Fisheries fieldworker in the Absaroka-Beartooth (A-B) Wilderness. Typical work week will be 4-days and 3 nights of backpacking into the A-B Wilderness to sample fisheries. Personnel will utilize gill nets and angling equipment to collect fish weights, lengths and aging structures. Will necropsy fish and assess gut contents, assess potential spawning habitat and provide information regarding access and camping. Interns may also assist with other regional fisheries projects.

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

Must be currently enrolled in a college or university, preferably in Montana. Minimum GPA of 3.00 is required in a major such as Biology, Fish and Wildlife, Outdoor Recreation, or Environmental Science/Studies. MUST BE ABLE TO HIKE AN AVERAGE OF 9 MILES PER DAY WITH A 60+ POUND
**BACKPACK.** Knowledge of camping and backpacking would be a plus, as would the ability to read and interpret topographical maps. Angling experience is a plus.

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):**

1. Brief resume with at least 2 references sent to contact person listed above
2. Cover Letter (include why you would like this position, how it relates to your goals, angling experience, and backcountry experience, including the number of days spent and locations of backpacking trips)
3. Recent academic transcript (unofficial)

**ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)**

The rewards are great for the student who is capable of successfully filling this position, but the job is physically challenging. This is an excellent summer opportunity for those desiring college credits as an internship, individual problems project, or independent study. It also provides experience working for a state management agency and could help toward a career goal in fisheries or wildlife management. Camping and backpacking gear provided.
EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Brandi Skone – Wildlife Biologist

ADDRESS: 352 I-94 Business Route

CITY: Miles City

STATE: MT

ZIP: 59301

PHONE: 406-234-0948

EMAIL ADDRESS: bskone@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

POSITION TITLE: Nongame Wildlife Intern

# OF POSITIONS: 1

LOCATION(S): Miles City

WORK START/END DATES: Approx. May 10th to August 27th

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: May 10th to May 14th

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

$11.50/hr with per diem at the state rate. *There is no overtime, paid holidays, or additional compensation for working on holidays or weekends for this position.*

A department vehicle will be provided for work travel. Interns must have their own transportation outside of work duties. Housing may be available. *Individuals may need to use their personal vehicle for part of the summer. If a personal vehicle is used for work, compensation for mileage will be provided at the state rate.*

POSITION DESCRIPTION:

The intern will assist with nongame management on a variety of tasks that include field and office work. This is an opportunity to learn a wide range of field skills that may include acoustic and mist-netting techniques for bats, amphibian and reptile surveys, and avian surveys (including nightjars, chimney swifts, cuckoos, and burrowing owls). The intern will be responsible for data entry, data management, and the maintenance of equipment.

This position is based out of Miles City and will include travel throughout southeastern Montana. Most of the time will be spent in the field and may involve camping for multiple evenings at a time and working in extreme conditions and remote settings. We are looking for an individual who is independent, detail-oriented, and motivated to take instructions and set their own schedule but also flexible to handle the unexpected obstacles that come with field work.

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

Applicants must be currently enrolled in an accredited university or college program. This includes all public, private, community, vo-tech, and Native American institutions of higher learning. Preference will be given to those individuals enrolled in a program with wildlife biology, wildlife management, ecology, zoology, or a closely related field.

Field experience is not a requirement, but preference will be given to applicants with prior field experience that included data collection and entry. Applicants must have the ability to learn and retain new field skills quickly. Preference will be given to applicants with genuine enthusiasm, interest in learning new techniques, and those working towards a career in wildlife biology or a related field. Good map reading and orientation skills are a plus. Applicants should be able to follow oral and written directions accurately, be organized, and work well independently and with other biologists or volunteers. Social skills will be required to interact with private landowners and coordinate with other agencies.

Applicants must be physically fit and able to hike long distances while carrying equipment. Field conditions will include adverse weather, biting insects, and long hours. Applicants with a demonstrated ability to handle these types of conditions will be given preference. Overnight camping will be required periodically and applicants should provide their own personal camping gear. Applicants must hold a valid driver’s license.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

Please provide a letter of interest, resume, copy of transcripts, and 3 professional references with phone numbers and email addresses, as one document titled with your name, to Brandi Skone at bskone@mt.gov. The letter of interest should address why the applicant wants to work with Montana Fish, Wildlife and Parks, as well as what skills they already possess that could add to this internship.

For more information regarding this position, please contact Brandi Skone at bskone@mt.gov and 406-234-0948.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE, I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Housing may be provided in Miles City in the form of a trailer at a nearby RV campground. The campground will include full hook-ups (water, sewage and electric) and internet.
MONTANA FISH, WILDLIFE & PARKS INTERN PROGRAM

ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks Miles City Fish Hatchery

CONTACT PERSON'S NAME/TITLE: Cory Hagemeister / Hatchery Manager

ADDRESS: 107 Fish Hatchery Rd

CITY: Miles City STATE: MT ZIP: 59301

PHONE: 406 234-4753 EMAIL ADDRESS: chagemeister@mt.gov

DATE OF ANNOUNCEMENT: Monday, January 4, 2021

APPLICATION DEADLINE: Monday, March 1, 2021 at 5:00 PM (postmarked)

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

# OF POSITIONS: 1

POSITION TITLE: Hatchery Intern

LOCATION(S): Miles City Fish Hatchery

WORK START/END DATES: 4/26/21 to 8/15/21

HOURS/WEEK: 40-50

TRAINING/ORIENTATION DATES: 4/26/21

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): $14.29 Per Hour

POSITION DESCRIPTION: You will assist the staff of the Miles City Fish Hatchery in the day to day operations of the hatchery. This will include rearing, feeding, pond draining, fish enumeration, sampling, stocking, grounds keeping. This is a warm water hatchery that raises Walleye, Largemouth Bass, Channel Catfish, Bluegill, Tiger Muskie, Fathead Minnow, Yellow Perch and Pallid Sturgeon.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Undergrad / Suggested majors Fisheries, Aquaculture, Forestry or Wildlife

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):
Resume, Cover letter and References to contact person listed above
ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE IE. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

No housing will be provided must live within 20 miles of the Miles City Hatchery
**STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE**

POSITION TITLE: Fish Culturist / Fish Technician

LOCATION(S): Yellowstone River trout Hatchery

WORK START/END DATES: May 17th – August 6th 2021

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: First day of Internship

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): Position pays $13.00 /hr. Per Diem provided in accordance to state policy. No Housing is available on site. A camper trailer MAY be available to provide temporary housing.

POSITION DESCRIPTION: This position will expose the incumbent to various aspects of coldwater fish culture and facility maintenance. The Yellowstone River Trout Hatchery is a brood-stock facility that is responsible for producing Yellowstone cutthroat, arctic grayling and golden trout for the state of Montana. For 2021, we will be conducting some wild spawning operations for Yellowstone cutthroat and arctic grayling. Additionally we will be planting fish in Montana waters throughout the summer months. The incumbent will be responsible for some maintenance projects at the facility. i.e; painting, mowing, trimming, tree removal and landscaping among other hatchery maintenance projects. Some weekend work may be involved. You may contact Chris Phillips with any questions at 406-932-4434 or email chrisphillips@mt.gov

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS): Prefer students majoring in Fish & Wildlife Management. Must be majoring in a Natural Resource / Biological Sciences field.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.): Please send a letter of interest and current resume
ADDITIONAL INFORMATION: (; HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.) This position will have a flexible schedule to be determined by Hatchery Manager and the Intern. It is designed to provide experience covering a broad range of coldwater fish culture activities for an actively enrolled student. The Yellowstone River Trout Hatchery is located in Big Timber, MT which is 60 miles east of Bozeman, MT and 81 miles west of Billings, MT.
**STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE**

POSITION TITLE: Administrative Intern

LOCATION(S): R3 Headquarters – 1400 S. 19th Ave. Bozeman, MT 59718

WORK START/END DATES:

June 7th to September 3rd
- 65 Days
- 13 Weeks

370 Total Internship Hours for the Year

HOURS/WEEK: 15 hours per week

TRAINING/orIENTATION DATES: None – On the job training.

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

$15.00 per hour/ 370 Total Internship Hours

POSITION DESCRIPTION:

This position is located in the Region 3 Headquarters Office, Front Desk. The Front Desk Unit serves as a primary FWP license agent and is responsible for accurately issuing a variety of hunting, fishing, and miscellaneous licenses, permits, and decals and corrects errors on licenses sold by external license providers. Along with the Customer Service
and clerical duties conducted at the Front Desk, the chosen intern will participate in conducting Aquatic Invasive Species (AIS) boar checks, assist with tagging harvested animals, accounting for Fishing Access Site (FAS) revenue among other regional duties according to the time of the year and the needs of the office.

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

- Excellent public relations skills, including establishing positive work relationships with public and coworkers.
- The ability to communicate effectively with external and internal customers in person, in writing and on the phone.
- Ability to memorize and retain information, i.e. price of licenses, season dates, phone numbers, laws, etc.
- Must be tactful, courteous and professional.

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):** Resume including references. Please send to contact person listed above.

**ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)**

Working environment is in an office setting. Standing for long periods of time at the front counter issuing licenses during “peak” seasons. Intern must be able lift 40-pound boxes.