MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON’S NAME/TITLE: John Taillie

ADDRESS: 4600 Giant Springs Rd. Great Falls, MT. 59405

CITY: Great Falls

STATE: MT

ZIP: 59405

PHONE: 406-454-5859

EMAIL ADDRESS: jtaillie@mt.gov

DATE OF ANNOUNCEMENT: Monday, February 29, 2016

APPLICATION DEADLINE: Friday, March 18, 2016 at 5:00 PM (postmarked)

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

----------------------------------------------------------------------------------------

POSITION TITLE: Park Operations/ Facility Mgmt. System Intern

# OF POSITIONS: 1

LOCATION(S): Great Falls/ Other options possible

WORK START/END DATES: June 1 – August 19

HOURS/WEEK: 30-40

TRAINING/ORIENTATION DATES: Project training upon start date

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): Funded at $10.00/hour.

POSITION DESCRIPTION:
Montana State Parks, a Division of Montana Fish, Wildlife & Parks, manages 55 state parks, including Flathead Lake State Park, Bannack State Park, Lewis & Clark Caverns State Park, and Makoshika State Park. In addition, the division manages four recreation grant programs that support recreation on city, state, federal and Tribal lands throughout the state.

Responsibilities:
The Park Operations Intern position has the potential to support and participate in many aspects of Montana State Parks operations. The following are a sample of some of the specific tasks that could be involved in this internship:

- Assist with implementation of a Facility Management System.
- Assists staff in collecting and preparing field data for integration into Facility Management System
- Assist with and train staff to operate Facility Management System
- Attend, assist with facilitation of, and participation in system-wide projects.
- Prepare graphics, diagrams, tables, and reports.
- Provides support and assistance to field staff with operations-related requests, including potential field work.
- Conducts basic office functions as needed, such as data entry, file management, and custome
• Assist with organization of reports, files, and documents (electronically and hard copy)

Learning Objectives:
• Develop a working knowledge of park operations
• Gain an understanding of the Montana State Parks system and park management
• Collaborate with diversity of staff experts at the field, regional, and state levels
• Improve technical writing, communication, and research and analysis skills

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):
• Interest in parks and recreation, planning, facility management, graphic design
• Academic majors or coursework related to recreation planning, parks and recreation management, resource conservation management, environmental studies, organizational management, and/or public administration is preferable
• Excellent verbal and written communication skills
• Proficiency with Word, Excel, PowerPoint, and Adobe Creative Suite
• Excellent attention to detail
• Preferred knowledge of ArcGIS and GPS systems
• Motivated self-starter able to work independently
• Ability to work effectively in a team environment
• Flexibility and desire to work on varying planning projects
• Must be comfortable interacting with the public in an outdoor recreation setting
• Must have a good driving record and a valid driver’s license

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):
Submit resume; cover letter explaining applicable skills and experience; brief writing sample (not more than 3 pages); and three references to:

Park Operations Intern
c/o John Taillie
Montana FWP
4600 Giant Springs Road
Great Falls, MT, 59405
Or as a PDF by email to jtaillie@mt.gov
Subject line: Park Operations Intern Application

Phone calls and inquiries are also welcome.

COOPERATING SPONSORS OF PROJECT: Montana State Parks

ADDITIONAL INFORMATION:
Interns will be expected to find their own housing in Great Falls with the option of lodging in other appropriate areas. Project administration will include a workspace, access to State vehicle, meals and lodging as appropriate within department policies. Position will require frequent overnight travel to State Park regional offices in Billings, Bozeman, Missoula, and Kalispell.