



*Alaska Wildlife Conservation Center  
PO Box 949  
Portage, AK 99587  
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www.awcc.org*

## **Naturalist Internship Program *Guidelines and Application***

### **Overview of the Alaska Wildlife Conservation Center**

AWCC is the most visited developed attraction in the state of Alaska. AWCC was established in 1992 for the purpose of wildlife education, protection of wildlife as a resource, research and watchable wildlife. AWCC works closely with State and Federal wildlife agencies on various projects. Presently, AWCC manages 100 wood bison for the State of Alaska for the purpose of reintroduction.

AWCC takes in injured and orphaned animals and provides spacious enclosures and quality animal care. AWCC is open year-round and is located at the end of Turnagain Arm, about 40 miles south of Anchorage. Surrounded by the Chugach National Forest., AWCC currently has over 100 animals on 200 acres of land.

AWCC is a 501 c 3 non-profit organization. All proceeds are dedicated to the animals in our care and AWCC's education programs.

### **Mission Statement**

***“Preserving Alaska’s wildlife through conservation, education and wildlife care”***

For more detailed information on the Alaska Wildlife Conservation Center: [www.awcc.org](http://www.awcc.org).

### **Overview of the Alaska Wildlife Conservation Center’s Internship Program**

This 12-week program is intended to be a flexible learning experience that will include directed projects and activities that support ongoing AWCC program functions. Duties include but are not limited to: interpreting exhibits housing live animals, presenting daily demonstrations, talks and/or tours to the public, developing original interpretive programs and creating interpretive materials, designing, preparing and conducting wildlife education programs for school groups, interacting with animal husbandry personnel, planting and upkeep of the Center’s “Alaska Grown Garden”, assisting with general maintenance of the Center and it’s facilities, and perform other duties relating to the Center’s goals and mission statement as required. **Applicants must be 18 years of age or older, self-motivated and have excellent skills in communication, computer and writing.**

## **Intern program details**

**Pay:** All interns will receive an 800.00/month stipend for their work. Interns will be temporary employees and will not be eligible for benefits. Continued employment beyond the internship is not implied but may be available.

**Work schedule:** Interns will be expected to work at least 8-10 hours a day, 40 hours per week with no overtime.

**Academic credit:** Interns are encouraged to coordinate with their academic advisor and their internship supervisor to arrange college credit for the experience.

**Work location:** The location of the internship is at the Alaska Wildlife Conservation Center in Portage, Alaska, approximately 40 miles south of Anchorage.

**Transportation:** This internship program does not provide transportation to Anchorage.

**Housing:** Intern housing is provided.

**Internship start date:** The beginning of each internship will be based upon the intern's academic schedule and the needs of the organization, but interns will generally start work in late May or early June.

**Process of acceptance and timeline of notification:** Completed applications must be postmarked by **February 1st**. Electronic applications will not be accepted. Applications will be reviewed by a team comprised of AWCC staff and program partners, who will be considering the following criteria: personal essays; letters of recommendation; strength of academic background; academic, professional, or personal involvement with environmental education, wildlife, writing and communications. Successful applicants will be notified no later than the week of March 1st.

## **Application materials**

A completed application packet requires the following materials. Please note, electronic applications will not be accepted.

1. The AWCC **internship application** packet
2. A copy of your **current resume**, including educational and employment history, honors and awards, volunteer and community activities, and computer knowledge.
3. Two **letters of recommendation** addressing your candidacy for an internship.

One letter should be from a teacher or academic advisor at your university.

The other letter should be from someone who can speak to your motivation and direction in your field of interest.

**All application materials must be received or postmarked by February 1st, to the Alaska Wildlife Conservation Center P.O. Box 949, Portage, Alaska 99587; Attn Kelly Miller , or email [kelly@alaskawildlife.org](mailto:kelly@alaskawildlife.org).**

# Naturalist Internship Program Application

Completed applications are due no later than February 1

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## **Personal information:**

Name: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

Permanent address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate your desired timeframe for a 12-week internship: \_\_\_\_\_

Please indicate your current educational status:

Institution \_\_\_\_\_

## **Explanation of skills, interests, and goals**

Please include typed summaries (each to be no more than 500 words) on the following topics:

1. Why are you interested in this internship and what personal skills would you bring to this program?
2. What are your personal, educational, or career goals? What kinds of experiences would you like to gain during your internship to further your pursuit of these goals?
3. What is the best public presentation you have done? Describe why it was your best.
4. Describe a situation where you really went above and beyond in the name of customer service. OR Describe a situation where you effectively dealt with a disgruntled customer/visitor/co-worker.

**References:**

Please list three personal or professional references:

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Statement of certification:**

I, \_\_\_\_\_, attest that the information I have provided and that is included in this application is true, correct and complete. I understand that in order to participate in this program it is required that I obtain my own transportation to Anchorage, AK.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Additional materials required:**

Please be sure you have included

A copy of your **resume**,

**Two letters of recommendation.**

For further information, please contact Kelly Miller at [kelly@alaskawildlife.org](mailto:kelly@alaskawildlife.org)