



Summer 2024
Volunteer (UNPAID) Program
College Internship Application

Instructions:

1. Complete the application, making sure to answer each question carefully.
2. Place a cover letter, resume, and your completed application, in that order, into an envelope and mail to:

Lake Cumberland Wildlife Refuge
ATTN: Internships
PO Box 3746
West Somerset, KY 42564

OR email all required documents together to director@libertynaturecenter.org

3. Make sure applications **will arrive by May 15th, 2024**. Late applications will not be considered. (Please also make note of the deadline with those you have asked to write your Professional Letters of Recommendation)
4. Follow up to make sure we received the application and supporting materials.

Application Checklist (for your use):

- Cover Letter
- Resume
- Application
- Ask 3 adults to complete your Letters of Recommendation
- Mail/Email my completed items to Lake Cumberland Wildlife Refuge

The Hiring Process:

Interviews will occur beginning May 16th and will be scheduled with each individual. If you are hired, we will send you a complete packet of information immediately. The packet will include further instructions/paperwork necessary for your time with our program.

For questions, comments, and concerns, please contact Kimmi Sparkman at director@libertynaturecenter.org

Lake Cumberland Wildlife Refuge - 2024 College Internship Application

1. Intern Information

Full Name: _____

Email Address: _____

Cell Phone: _____ Can we text this number? Yes No

When is the best time to call? _____

Mailing Address:

Birth Date: _____ Date you are available? _____

2. School Information

High School _____

College: _____ Years finished: 1 2 3 4 5+

Majors/Minors: _____

Expected or Actual Date of Graduation: _____

Will this internship be part of your coursework in your major/minor? Yes No

3. Position

Please rate the following focus areas and number them from 1 (most interested) to 4 (least interested). This will help us know how best to utilize you during the internship program.

_____ - **Zoological Operations** – This area focuses largely on the care of animals in our collection. Interns will help with feeding, cleaning, enrichment, medical care, and training tasks for the permanent animals in residence at LCWR.

_____ - **Education Ambassadors** – This area focuses largely on developing and executing educational programs for visitors and traveling programs. Interns will help carefully plan educational programs, presentations, and events for both on campus and off campus situations.

_____ - **Non-Profit Administration** – This area focuses on the day-to-day operations of running a non-profit. Interns will assist the Executive Director and Executive Assistant in coordination of volunteers, the planning, preparation, and running of fundraisers, acting as public relations officers, and other necessary tasks to keep the non-profit running smoothly.

_____ - **Facility Development and Maintenance** – This area focuses on the development of the LCWR grounds and facilities, in a way that supports the goals of the non-profit organization while maintaining a safe and clean environment for visitors and animal residents alike. Interns will assist in groundskeeping, enclosure maintenance, the planning and development of new exhibits and facilities, and the cultivation of trail systems on LCWR's 27+ acres.

Please note: Regardless of preferred focus areas, all interns will operate as a TEAM to work towards the betterment of the organization. In most workplaces, it takes a team to accomplish a task, especially large projects such as developing a state-of-the-art wildlife refuge. Therefore, all interns should expect some work and contributions in focus areas other than their favorites. All interns will have the opportunity to work with animals if they so choose past the dedicated time to their focus area.

If you think you can assist our organization in other ways during your internship, please leave a brief description of how you could assist us: _____

4. Relevant Experience

Please briefly answer the following short answer questions.

a. Have you ever worked with domestic animals or wildlife before? What capacity?

b. Please describe your experiences involving working with kids or the public, both formally and informally.

c. What skills, knowledge and experience do you hope to gain as a professional in this industry?

d. Briefly describe your professional history or any noteworthy work-related experiences, if applicable.

- e. Please list your involvement with other community organizations. Include the organization's name, your level of involvement and any leadership positions held.

5. Questionnaire

These questions are more relaxed and just for fun. They help us get a little idea of who you are so please answer honestly. And don't worry - we are looking for a mix of qualities and characteristics so there is no one right answer.

Please circle which word **BEST** describes you within each of the boxes below.

Patient / Adventurous	Goal-oriented / Process-oriented
Brave / Cautious	Morning Person / Night Owl
Athletic / Academic	Leader / Follower
Organized / Spontaneous	Listener / Talker
More likely to spend a Friday out with friends / More likely to spend a Friday in with a book/movie	Leads the conversation or activity / Quietly observes others in social situations

Describe your dream job:

List the top 5 things on your Bucket List:

1. _____
2. _____
3. _____
4. _____
5. _____

6. Letters of Recommendation

Please ask three adults to write a Letter of Recommendation as to why they think you will be an asset to our organization. We ask that the first person be a current or former teacher, the second be someone who knows you in a work or volunteer capacity, and the third can be any adult who knows you well but is not immediate family (no parents, aunts, uncles, or grandparents).

Name: _____ Phone #: _____

Email: _____

How I know this person: _____

Name: _____ Phone #: _____

Email: _____

How I know this person: _____

Name: _____ Phone #: _____

Email: _____

How I know this person: _____

Intern Certification of Acknowledgement

I understand that the Lake Cumberland Wildlife Refuge (Home of the Liberty Nature Center) is a non-profit organization. I certify that my general intern services will have no financial compensation. Furthermore, I release the Lake Cumberland Wildlife Refuge, Liberty Nature and Raptor Center, and all their staff, board members, affiliates, or beneficiaries of all liability for incidents that occur during my time as an intern. I understand there are inherent risks with working with the Lake Cumberland Wildlife Refuge. I understand that the Lake Cumberland Wildlife Refuge has not neglected to warn me of these risks and certify I am choosing to perform intern tasks that carry the above-mentioned risks.

I understand that for some positions, I will be asked to provide more information and paperwork prior to becoming an intern. I also understand I may be asked to complete volunteer orientation and trainings prior to being able to start my internship. I understand that I may have photographs or videos taken and the materials may be used to promote the organization. No further releases are required. I am aware it is my responsibility to obtain, read, understand, and question the Internship Handbook prior to interning. I understand the staff of the Lake Cumberland Wildlife Refuge or myself can terminate my intern services at any time and I do not hold the right to grieve or appeal. I understand that I am helping the Lake Cumberland Wildlife Refuge and will do my best to make my involvement a positive experience for all parties involved

I certify that the above information is completed to the best of my knowledge. I certify that I have read and understand the job description for my position.

Signature: _____ Date: _____