



**Volunteer Internship Program**  
**Summer 2018**  
**General Job Description**  
**(UNPAID)**

**General Requirements and Competencies**

- Must be in active pursuit of a college degree in a related field to internship focus.
- Must be able to successfully complete provided training and think critically to apply training to abstract situations.
- Must be able to engage, motivate and interact with children and adults.
- Must be self-motivated to work as a team and individually with minimal supervision.
- Must be able to work weekends, evenings, and early mornings as needed as well as general business hours.
- Must be able to work in physically demanding conditions, outdoors, and in all weather conditions.
- Must be able to work closely as mentors to high school students and guests.
- Must be able to keep up with and complete paperwork & reports.
- Must have strong communication skills to be applied during public presentations and small group work.
- Must be open-minded and helpful. Interns should demonstrate characteristics found in model citizens and preserve the name of the organization by representing it well.
- Must commit to furthering the organization's mission and vision.
- Intern is Subject to the requirements, duties, and responsibilities of the focus area description.

**Desired Qualifications & Experiences**

- Public speaking, teaching, and leadership experience preferred.
- High honors within their degree studies.
- Ability to take initiative and lead the organization to new heights.
- Creative, Responsible, Dependable, and Respectful students are given high consideration.
- Junior or Senior in declared degree program.
- High level of volunteerism preferred

- Desire to better the organization and go above and beyond requirements preferred.

### **Technical Requirements**

- Required to document 25 hours of work per 7-day week. Interns must work at least 5 hours for 5 out of the 7 days of a week. Interns will be required to work weekends and evenings as needed.
- Interns may be asked to complete special tasks, work special events, and attend special meetings.
- The internship window will last for twelve weeks between the dates of May 12<sup>th</sup> and August 11<sup>th</sup>. This allows additional training dates.
- Each intern will be responsible for completing many projects, but must lead two to three special projects. These projects will be discussed and approved by the director prior in the first week.
- Interns must remain in good standing with the law, students & volunteers of the organization, board members, supporters of the program, staff, and the place of residence.
- Interns **MUST** work Camp Liberty! This fundraiser will pay for their housing and project's needs so it is critical to have their help at the event.
- Interns shall report to the Director and Executive Chair.
- If at any point an Intern does not fulfill the requirements asked of them, their internship may be terminated.
- Interns will be required to complete an intern contract and other paperwork prior to the start of the internship.

### **Other Information**

Beyond the 25 hours per week, interns are not required to work with our facility and therefore are eligible to obtain a second job. However, said job may NOT interfere with the schedule that is decided for the internship. This means that when needed, interns will be required to work special events.

The internship is designed to benefit the intern by immersing them in a real life situation and giving them a lot of responsibility with guided help. Interns will be gaining valuable experience through hands on learning.

The administrative staff of the internship understands that interns are college students and this is their summer. Therefore, the administration will try to honor all requests for time off that is reasonable. We will also work with your college so you can get college credit.

Other questions and comments can be answered by emailing the director. All terms and conditions will be discussed in the interview process and in the final contract to be signed by the intern and hiring party.



## 2018 Summer Internship

### Focus Areas & Scope of Project

#### Overview

As a newer facility, the Liberty Nature Center is faced with a multitude of different tasks. As we are a mostly volunteer facility and usually only work with high school students, we need a team of young and motivated college students to help make this organization successful. The team will consist of members from different backgrounds. The following focus areas are available for this year's program and selection will be partially based on which focus areas interns are interested in. In addition to these short job descriptions, the general job description will apply.

**Zoological Operations:** The Zoological Operations Interns will focus largely on the care of the animals in our collection. The intern will help with animal husbandry, feeding, cleaning, enclosure maintenance, medical care, and training tasks. The intern will gain experience in animal training, wildlife rehabilitation, and will assist the other interns with their work as it pertains to animals. This intern should expect to do independent research of public scientific articles to determine best management practices for each species. Other tasks concerning animal care may be assigned. Each Zoological Operations Intern will focus in a specific area including but not limited to; rehabilitation programs, husbandry programs, enrichment/training, agricultural care, dietary needs, or other related focus.

**Educational Ambassador:** The Educational Ambassador Interns will focus largely on developing and executing educational programs. The intern will be responsible for carefully planning educational programs, presentations, and events as well as work with other interns on designing educational exhibits. The educational ambassador will also work with the educational animal collection and may be assigned other tasks pertaining to environmental education including operating training workshops.

**Non-Profit Administration:** The NPA intern will serve as the team leader and will largely focus on coordinating day-to-day operations. This intern will have responsibilities that include: coordinating volunteers, coordinating & overseeing projects, fundraising, acting as a public

relations officer, performing quality control assessments and act as an administrative assistant to the director. The intern should apply marketing, management, fundraising, budgeting, creativity, and more for the position and will be expected to have an enthusiastic attitude towards bettering the program and ensuring we operate smoothly.

**Fundraising & Development:** The Fundraising & Development intern will mostly focus on the future of the organization. From editing the business plan to organizing events, the intern will work with the team to develop a sustainable source of income for the organization. The intern will also research zoo exhibit design, plan future exhibits, and consider ways to fund them. Aside from general duties, the intern may be asked to complete other tasks for the betterment of the organization.

### **ALL INTERNS**

Regardless of a focus area, all interns will operate as an intern 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 nature center. Therefore, all interns should expect some work and contributions in areas other than their own. All interns will have the opportunity to work with animals if they so choose past the dedicated time to their focus area.

While this is an unpaid internship, we will provide housing and enough free time for you to comfortably work a part-time job if you choose to pursue such. This experience will challenge the average mind to think outside the box in a real-world situation. Rather than performing tasks that are laid out in step-by-step format, interns should expect to figure out solutions to tasks given to them. Therefore, we will be happy to work with your school so you can obtain credit for the experience.

All interns should read the general job description to get an idea of further expectations and technicalities.

For the application, questions, comments, or concerns, please email [carter@libertynaturecenter.org](mailto:carter@libertynaturecenter.org)