



2019 Internship Program

Application Packet

Dear Potential Applicant,

Thank you for your interest in interning at the Liberty Nature Center. Interns are vital to our success, growth, and development during the summer months. We are searching for a group of young, motivated students who hope to join our team at the nature center. We need hard-working, dependable, enthusiastic, and animal-loving interns to make our 2019 Internship Program a success! We are currently accepting applications for our summer internship. We will begin interviews May 5th and make final selections shortly after. Unfortunately, we cannot accommodate all applicants and thus the selection process is competitive. All internships are volunteer positions and therefore unpaid.

This packet has been compiled to help your application be the best it can be. Our internship program is unique in every aspect (starting with the application and ending with your last day!). Below you will find a checklist and tips to perfecting your application packet. Attached, you can find the complete application and instructions on how to apply. We want you to know exactly what we are looking for with no hidden secrets.

We wish you the best of luck with the application process and are looking forward to an excellent internship program this year! As always, if you have any questions or concerns along the way please do not hesitate to contact us! We are happy to help any applicant who is sincerely interested in the position.

Best Regards,

Tips for a successful application!

- Show us that you are a good fit for the specific position(s) you are interested in. Use the words we used in the job description in your materials. Use examples that prove you have experience with what we're looking for.
- We need people who are hardworking. Show us how hard you have worked in the past.
- Complete all aspects of the application!
- Do some research! Show us in your cover letter, application, supporting materials, and interview that you have done your research on our program and know that this is the perfect internship for you. Ask questions if you have them.
- Make us believe we can't live without you. If you show us, you are passionate about advancing the organization in your own special way we will believe that we must have you!
- Apply early. This shows you want the position!

Application Checklist (Here is what we want!):

___ Application

___ Resume

___ Cover Letter

___ Unofficial Transcript

___ 3 Professional Letters of Recommendation

Application Instructions:

1. Gather all the requested materials in the Application Checklist.
2. Place the Application, Resume, Cover Letter, in that order into an envelope. Mail the full application to:

Liberty Nature Center
ATTN: Internships
PO BOX 3746
West Somerset, KY 42564

OR

Email all required documents together to director@libertynaturecenter.org

3. Make sure the application **will arrive** by May 5, 2017 **in hand**. Late applications will not be considered.
4. Follow up if you want to make sure we received the application and supporting materials.

The Hiring Process:

Interviews will occur beginning May 5, 2019

If you are hired, we will send you a complete packet of information immediately. The packet will include further instructions/paperwork and resources you will find useful prior to your internship.

For questions, comments, concerns, please contact Colleen Moureaux at
director@libertynaturecenter.org

2019 Internship Program
Intern 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

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 pick your top 5 focus areas and number them from 1 (most interested) to 5 (least interested) and leave all the others blank. If you are not interested in 5 areas, then you may choose to mark only the interested areas and leave the rest blank.

- Zoological Ops- Wildlife Rehab
- Zoological Ops- Animal Husbandry
- Zoological Ops- Enrichment/
Training
- Zoological Ops- Agriculture
Care/Education
- Zoological Ops- Health & Nutrition

- Zoological Ops- Enclosure
Design/Maintenance
- Zoological Ops- Other (Please
Specify)

- Wildlife Education
- Non-Profit Administration
- Fundraising & Development

4. Relevant Experience

Please briefly answer the following short answer questions.

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

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

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

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

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

5. Questionnaire

Please circle which word **best** describes you: (Be honest as we want a mix of characteristics plus this is just for fun)

Patient	OR	Adventurous	Goal Oriented	OR	Process Oriented
Brave	OR	Cautious	More Likely to spend a Friday with Friends	OR	More Likely to spend a Friday with a book/movie
Athletic	OR	Academic	Talker	OR	Listener
Leader	OR	Follower	Likely to dance randomly	OR	Likely to work hard on a project
Flexible	OR	Organized	Dependable	OR	Punctual
Morning Person	OR	Night Owl	Blue	OR	Red

List the top 5 things on your bucket list:

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

Describe your dream job:

6. Supporting Documentation & Materials

Please make sure to include the following in your application packet:

1. Resume
2. Cover Letter/ Letter of Intent
3. Unofficial Transcript
4. 3 Professional Letters of Recommendation

Please feel free to include any other materials you feel will help demonstrate your experiences/competencies.

Intern Certification of Acknowledgement

I understand that 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 Liberty Nature Center and all its 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 Liberty Nature Center. I understand that the Liberty Nature Center 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 volunteer handbook prior to interning. I understand the staff of the Liberty Nature Center 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 Liberty Nature Center 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: _____