



Summer 2024
Volunteer (UNPAID) Program
College Internship Cover Letter and
Requirements

Dear Potential Applicant,

Thank you for your interest in the Lake Cumberland Wildlife Refuge as a potential internship opportunity. As a non-profit organization that is mainly run on volunteer help, interns are vital to the success, growth, and development of LCWR during the summer months.

While there is plenty of interest in the areas of zoology, ecology, and wildlife studies, the reality is that it is hard to get a foot in the door in these fields without experience. The goal of our internship program is to provide recent high school graduates and current collegiate students with professional development and hands-on experiences that they can use to build their resumes and work hours in their field of interest.

Please review the following pages for information on requirements and responsibilities of the internship. If you can meet these standards and still desire to apply, we will need the following items from you:

- Cover Page – an introduction to you
- Resume – include any applicable information to your field of study
- Application – please do not leave any portion blank

We do want to make it clear that unfortunately our internships are unpaid positions, and we are looking specifically for applicants who live in Somerset or the surrounding area as there is no on campus housing available. If you have any questions, please feel free to reach out to me at the information provided below.

Kimmi Sparkman
Executive Director

Office: (606) 679-9453
Email: director@libertynaturecenter.org

Lake Cumberland Wildlife Refuge
943 Bridge Hollow Rd
Somerset, KY 42503

General Requirements

Applicants must be...

- In active pursuit of a college degree in a related field to internship focus.
- Able to work both indoors and outdoors, in all weather conditions, and with physically demanding projects.
- Willing to interact with the general public, both children and adults.
- Able to communicate well in a small group and during public presentations.
- Self-motivated when working individually or in a team, with minimal supervision.
- Able to successfully complete provided training and think critically to apply training to abstract situations.
- Willing to act in a behavior both on and off campus that reflects well on the organization, with respect, dependability, and a willingness to learn from others.

Internship Requirements

- The dates of the internship will be May 22nd through August 14th, 2024.
- Interns will be required to document 25 hours of work per week, which will be divided into 5-hour days. These 5-hour workdays can include early mornings, evenings, and weekends as needed and will be assigned by Wednesday at 5pm of the previous week.
- Interns may have different supervisors each week depending on their assigned projects, but will fall under the leadership of the Executive Director.
- Each intern will be responsible for completing many projects during the summer, but must lead two or three special projects by the end of their program.
- Interns may be asked to work on and attend special events.
- Interns must be able to complete reports and keep up with paperwork after training has been provided.
- Interns will be required to complete an intern contract and other paperwork prior to the start of the internship.
- Interns must remain in good standing with the law, students and volunteers of the organization, and the staff and Board Members of LCWR during their internship.
- If at any point the intern does not fulfill the requirements asked of them, their internship may be terminated by LCWR.

Special Note: Interns are not required to work with our organization beyond the 25 hours per week and therefore are eligible to obtain a second job. However, the internship program **MUST** take precedence, especially during special events and fundraisers. The LCWR internship is designed to benefit the intern by immersing them in real life situations and giving them a lot of responsibility with guided help. If you cannot commit to the time requirements listed, we ask that you consider another location for your summer internship opportunities.

Thank you.

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