



U. S. Fish and Wildlife Service
Seney National Wildlife Refuge
1674 Refuge Entrance Road
Seney, MI 49883
906-586-9851

Internship Opportunity!

- Are you passionate about science and natural resources?
- Do you like working with the public?
- Are you looking for real-world experience to give you the competitive edge while searching for a job?

Join Our Wildlife Conservation Team!

Seney National Wildlife Refuge in partnership with the Seney Natural History Association is seeking highly motivated student interns to be a part of our Visitor Services crew. This position will provide valuable hands-on experience in Visitor Center operations, social media, oral and written communication, bookstore operations, creating and delivering interpretive tours and programs, as well as a variety of other experiences. As a Visitor Services Intern you may also have opportunities to learn about and work in other refuge career programs such as applied science, maintenance, and refuge management.

About Seney National Wildlife Refuge (NWR)

Seney NWR in Michigan's Upper Peninsula was established in 1935 by Executive Order for the protection and production of migratory birds and other wildlife. At nearly 96,000 acres, Seney NWR is one of the larger National Wildlife Refuges east of the Mississippi River and is diverse in both the number of ecosystem types present and the number of wildlife species using these habitats. Seney NWR also administers island refuges in Lakes Superior, Michigan, and Huron, as well as the Kirtland's Warbler Wildlife Management Area in the northern Lower Peninsula.

Major Duties and Responsibilities

- learning about the Refuge's habitats, ecological processes, wildlife species, history, management practices, missions, etc:
- welcoming and orienting Refuge visitors; connecting people to Refuge resources:
- assisting with Visitor Center management; including opening and closing procedures as well as cleaning/maintenance of the Visitor Center, exhibits, grounds, and vehicles;
- working closely with the bookstore manager including daily restocking efforts, bookstore management, software training and operation, organization of the stock, assisting with pricing, tagging and displaying items, developing designs for t-shirts, patches, pins and other souvenirs;
- developing and presenting programs for refuge visitors and school groups (e.g., nature walks, auto tours and environmental education programs);
- working on special interpretive projects (e.g., brochures, news articles, exhibits, signs, the website, podcasting, producing short videos about the refuge and its habitats/wildlife/plants etc.);
- planning, organizing and conducting special events (e.g., Children's Fishing Day, Youth in the Outdoors, etc.);
- assisting volunteers;
- posting updates to the official Facebook pages;
- assisting with other responsibilities as assigned.

Knowledge, Skills and Abilities

Successful applicants should:

- be energetic and responsible;
- be well organized;
- be able to work independently and in small groups with a variety of personalities;
- have public speaking and group management skills;
- have experience in leading programs and working with public;
- have excellent verbal and writing skills;
- be knowledgeable in natural history, biology, bird identification etc.;
- include creative and artistic abilities such as photography, art, computer graphics, website experience, video production, etc. in your resume;
- have a valid driver's license (required);
- be current students or recent graduates;
- be pursuing a degree in parks and recreation, environmental education, interpretation, natural sciences, or a related field; however other backgrounds may be accepted.

Internship Duration: One 12 - 15 week intern / One 24 week intern / One 12 week (Fall season) part-time weekend intern (preferably combined with the 12-15 week intern opportunity)

Schedule: Four 9 hour days per week plus one 8 hour day every other week; Sunday thru Thursday or Tuesday thru Saturday. Core hours are from 8:00am to 5:30pm but the schedule may be adjusted for evening or weekend programming.

Living Allowance: \$200 per week, plus housing.

Start and End Dates: Flexible; suggested start date May/June and suggested end date August/October.

How to Apply: Applicants must submit a cover letter explaining their career goals, suitability for the position, and dates of availability along with an unofficial school transcript, resume, and two letters of recommendation.

Application packages can be sent to Jennifer_wycoff@fws.gov or mailed to Seney NWR, Attn: Jennifer Wycoff, 1674 Refuge Entrance Road, Seney, MI 49883.

Application Deadline: Interviews will begin in February and continue until the positions are filled.

Questions? Email Jennifer Wycoff, Visitor Services, at jennifer_wycoff@fws.gov or call 906-586-9851 ext. 16. More information can be found at: <http://www.fws.gov/refuge/seney/internships.html>