



2018 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 are in need of hard-working, dependable, enthusiastic, and animal-loving interns to make our 2018 Internship Program a success! We are currently accepting applications through April 2, 2018. We will begin interviews at the beginning of April and make final selections by April 30, 2018. 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 very 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 summer! 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,

Frances Carter, CEO

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 were looking for.
- Everyone applies to jobs with almost the same application. Be unique. Have fun! Use this application as an advertisement of how you are the BEST applicant possible.
- We need people who are hard workers. 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 HAVE to have you!
- Apply early. This shows you want the position!

Application Checklist (Here is what we want!):

____ Application- complete the attached application in neat handwriting and to the best of your ability. You may type short-answer/essay questions if you desire.

____ Resume- Complete a good resume. Your resume for this position should sell yourself to the best of its ability. Don't worry about the length! Tell us what experience, skills, classes, hobbies, etc. you have that will make you a good fit for this position. Making it unique in design might help you stand out.

____ Cover Letter- Address this "To Whom it May Concern." Tell us why you are a good fit for the position, what makes you unique from the other applicants, why do you want the position, what your goals are in life and how this will help you accomplish those. Don't put us to sleep though. Keep it short and entertaining.

____ Supporting Materials- 2 letters of recommendation and unofficial transcripts

Application Instructions:

1. Gather all the requested materials in the Application Checklist.
2. Place the Application, Resume, Cover Letter, and Supporting Materials in that order into an envelope. Mail the full application to:
Liberty Nature Center
ATTN: Internships
PO BOX 3746
West Somerset, KY 42564
3. Make sure the application will arrive by April 2, 2018 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:

We will begin scheduling interviews after April 16, 2018. Interviews will occur in April.

We will notify all applicants of their status no later than April 25, 2018.

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 Frances Carter at

carter@libertynaturecenter.org



2018 Summer Internship Program
Intern Application

Intern Information

Full Name: _____

Email Address: _____

Contact Phone Number: _____ Can we text this number? Yes No

When is the best time to call? _____

Mailing Address: _____

Physical Address (If Different from Above): _____

Birth Date: _____

Date you are available: _____

School Information

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

Intern Interests/Experience/ Availability

Please pick your top 5 focus areas and number them from 1 (most interested) to 5 (least interested) and leave all the others blank.

__Accounting

__Animal Welfare

__Archeology/Engineering

- | | | |
|---|---|--|
| <input type="checkbox"/> Botany/Horticulture | <input type="checkbox"/> Relations | <input type="checkbox"/> Soils |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mentor | <input type="checkbox"/> Technology |
| <input type="checkbox"/> BINGO | <input type="checkbox"/> Minerals/ Geology | <input type="checkbox"/> Timber/Fire Prevention |
| <input type="checkbox"/> Conservation Education | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Tour Guide/
Interpretation |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Office | <input type="checkbox"/> Trail Maintenance |
| <input type="checkbox"/> General Education | <input type="checkbox"/> Park Operations | <input type="checkbox"/> Visitor Information |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Pest/Disease Control | <input type="checkbox"/> Volunteer Services |
| <input type="checkbox"/> Historical/ Preservation | <input type="checkbox"/> Recycling/Conservation | <input type="checkbox"/> Watershed |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Research/Librarian | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Marketing/Public | | |

Other (Please specify below)

Relevant Experience

What qualifications/skills/experience/education do you have that you would like to use in your intern work?

- | | | |
|---|--|---|
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> First Aid Certificate | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Backpacking/Camping | <input type="checkbox"/> Hand/Power Tools | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Heavy Equipment
Operation | <input type="checkbox"/> Research/Librarian |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Farm Experience | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> Secretarial/Office
Machines | <input type="checkbox"/> Landscaping/
Reforestation | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Computer/Technology | <input type="checkbox"/> Land Surveying | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Drafting/Graphics | <input type="checkbox"/> Map reading | <input type="checkbox"/> Working with People |
| <input type="checkbox"/> Driver's License | | <input type="checkbox"/> Writing/Editing |
| | | <input type="checkbox"/> Visual & Creative Arts |

__Other (Please specify below)

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

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

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

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

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

Please describe any physical or health conditions that would affect intern availability.

Questionnaire

Please answer the following short-answer questions:

Aside from the 25 hours of required work a week, do you think you will volunteer at the Liberty Nature Center or go above and beyond what is expected? Explain.

What makes you unique?

What do you expect to gain from this experience if you are hired?

Are you willing to work hard to help create a state-of-the-art nature center for Kentucky?

Describe your dream job:

Please address two of the following questions in an essay no longer than 1 page typed.

1. Describe in detail your special qualifications, desires, and experiences that make you a good candidate for this internship.
2. Describe a time when you had to work in a hectic environment with different challenges every day and tell us how you handled this work, including any leadership roles. Highlighting team-work and self motivation is a plus.

3. Describe your involvement and leadership in a business place or organization, in order to best high-light your qualifications.

Availability

Please circle the days of the week you cannot work: SU M T W R F SA

How many days a week can you work? _____

Please list any known vacations/time off: _____

Beyond the required time, do you think you will volunteer? YES! Yes. Maybe No NO!

Do you think you will have a second job? YES! Yes. Maybe No NO!

Are you available early mornings, evenings, and weekends? YES! Yes. Maybe No NO!

Supporting Documentation & Materials

Please include the following documents:

- 2 Letters of Recommendation
- Cover Letter
- Resume
- Unofficial transcripts

If not included in your resume, please include separate accounts of volunteer & work history, interest & hobbies, certifications, and any other information that we should know. Please feel free to include any other materials you feel will help demonstrate your experiences.

If you need additional space to answer questions, you may type on additional pages.

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 any and all of its staff, board members, affiliates, or beneficiaries of any and 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.

Printed Name: _____

Signature: _____ Date: _____

Please return the Internship Application and acknowledgements to the following addresses via electronic submission OR physical means:

Subject: Internship Application
carter@libertynaturecenter.org

OR

Liberty Nature Center
ATTN: Internships

PO BOX 3746
West Somerset, KY 42564