

# Sleeping Bear Dunes

National Park Service  
U.S. Department of the Interior

Sleeping Bear Dunes  
National Lakeshore



## INTERNSHIP OPPORTUNITIES

Are you looking for valuable "hands-on" experience in your career field? The National Park Service (NPS) offers beautiful and challenging environments with internship programs intended to provide working experience to augment your degree program. Natural and cultural resource management, park ranger, and facility management internships are available with the NPS at Sleeping Bear Dunes National Lakeshore in Empire, Michigan. Many alumni of the internship program have enrolled in graduate school programs and/or successfully started careers in the National Park Service.

### PARK AREA

Sleeping Bear Dunes National Lakeshore was established in 1970 to preserve its many outstanding natural features. The National Park Service protects the forests, beaches, dunes, and ancient glacial phenomena along 65 miles of Lake Michigan shoreline for the benefit and enjoyment of the public, to protect it from developments and uses that would

destroy its aesthetic, scientific and recreational value. The Lakeshore's historic maritime and agricultural landscapes are of a size and quality that are unique on the Great Lakes and rare elsewhere on the U.S. coastline. Located only 25 miles from Traverse City, the Lakeshore is accessible year-round for all to enjoy.

### TYPES OF INTERNSHIPS AVAILABLE

#### Natural Resource Management

**Wildlife** – The interns will work on projects related to monitoring endangered and threatened species, wildlife reintroduction, and assisting with other wildlife related survey and monitoring activities. The intern will also assist with GPS data collection and management for the park's GIS program.

**Plants** – The interns will work on projects related to the control of invasive plant species, various restoration activities, re-vegetation, data collection from established monitoring transects/plots, and assist with vegetation surveys. The intern will also assist with GPS data collection and management for the park's GIS program.

**Water Quality** - The interns will collect and analyze water, sediment, and biological samples from inland lakes and streams. Assist in monitoring and protecting targeted aquatic species, fish surveys, aquatic invasive surveys, and other resource management projects.

#### Park Ranger

**Interpretation** - Park ranger interns will research and present programs to park visitors on the natural and cultural resources of the park and develop educational curricula and exhibits.

**General** – Park ranger interns on the Manitou Islands patrol campgrounds and trails, orient visitors and issue backcountry permits, assist with wildland fire prevention, clear trails and remove exotic vegetation, monitor threatened and endangered species, and provide interpretive talks.

**Facility Management** - Facility Management interns will assist with field condition assessments of park trails, roads, grounds, buildings and utilities and assist in updating and maintaining the NPS facility management and cost estimating computer software systems

#### Cultural Resource Management

**Historian** – Researches libraries and archives for historical information relating to the Lakeshore and locates sources of information. Assists in collection of oral histories. Develops national register nominations for park historic sites. Researches and copies historic photographs.

**Museum Technician** - Assists with organizing, inventorying and monitoring museum collections.

**Historic/Landscape Architect** – Assists with documenting existing conditions of park historic architecture and cultural landscapes. Assists in drafting and developing design plans for the rehabilitation and preservation of historic buildings and cultural landscapes.

**Paraprofessional Archeologist** – Assists in testing of ground sites for potential archeological sites, monitor known sites, research potential archeological sites.

**Horticulturalist** - Assists in identification of heritage plant species for cultural landscape inventory reports and facility management programs. Assist in developing planting plans for historic sites and participate in the restoration of cultural landscape features within those historic sites.

#### Safety

Assists the park safety officer with hazard assessments, participating in safety meetings and inspections, updating the park's chemical inventory and MSDS collection, training, and workplace monitoring.

### REQUIREMENTS

**Natural Resource Management interns** must have a working knowledge of natural resource management techniques and principles and/or related field experience. The work requires some physical exertion such as long periods of standing or walking outdoors over rough, muddy, or sandy terrain and exposure to weather extremes. Candidates who possess knowledge and skills in specific fields such as botany, ornithology, GIS, etc., will be given first consideration for internships in those fields.

**Park Ranger (Interpretation) interns** must have knowledge of natural and cultural resources, knowledge of environmental education principles and techniques, and ability to prepare and present interpretive programs.

**Park Ranger (General) interns** must have a working knowledge of island, backcountry or wilderness operations and practices and the ability to convey information and rules to visitors. The work requires some physical exertion such as that described for Natural Resource interns.

**REQUIRE-  
MENTS  
CONTINUED**

**Facility Management interns** must have a basic knowledge of the principles, practices, tools, and materials used in engineering, architecture, construction trades or facility maintenance operations; and computer, oral and written communication skills.

**Cultural Resource Management interns** must have a working knowledge of the cultural resource specialization for which they are applying, related experience, or a combination of both.

**Safety interns** must have a basic knowledge of occupational health principles and routine practices and computer, oral and written communication skills.

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**ADDITIONAL  
REQUIRE-  
MENTS**

Interns who will work over 180 days, who require access to government computers, or who require unescorted access to government buildings may be required to successfully complete a background investigation, including an FBI fingerprint check, prior to beginning their internship.

Interns who may be required to drive a government vehicle must have a valid state driver's license.

Interns may be issued volunteer uniforms. If issued uniforms, you will be required to wear your uniform in conformance with established standards.

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**DURATION**

Internships usually last for twelve weeks, with the intern working five 8-hour days per week. Other arrangements may be negotiated with the internship supervisor.

Other volunteer and intern positions may be arranged at other times of the year, including Cultural Resource Management internships which are preferred during the school year.

**Summer interns** should be available no later than early June, and some internships may start earlier.

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**BENEFITS**

Paid interns receive a minimal weekly reimbursement (no less than \$140 per week), some uniform items and park housing.

college advisor, and the NPS supervisor.

Unpaid interns may receive some uniform items and park housing.

Training - all interns participate in an orientation training class. Topics which may be covered depending your position include: NPS policy, history and organization; interpretive philosophy, theory, and methods; basic history of the area; basic geology of the area; basic ecology of the area, first aid and CPR; visitor service and resource management goals; and fee collection procedures. Interns will also receive on-the-job training in their field of work.

Interns receive an invaluable "hands-on" experience to add to their career resumes.

Academic credit may be arranged with the intern's school. Research topics or independent study projects will be agreed upon by the intern, the

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**HOUSING AND  
TRANS-  
PORTATION**

Housing for mainland staff is located in Empire which has a grocery store, banks, restaurants, churches, gas station, medical care, and daycare. More extensive shopping, medical, and recreational opportunities are available within 30 miles. Mainland interns are responsible for their own transportation to work each day. Mainland interns may be assigned to work on the Manitou Islands for periods of time up to 10 days. During this time, they may be assigned to camp or be in park housing. Camping equipment, except for backpacks and sleeping bags, will be provided.

islands and have four days off. Temporary housing is available on the mainland for island staff on their days off. This housing is remotely located so interns should have their own transportation for shopping and other amenities. The park boat and the concession ferry provide access to and from the islands during the summer months. Island employees may ride the park boat or concession ferry at least once per month at no charge or more frequently on a space available basis.

Housing for island staff is located on the Manitou Islands which are approximately 7 miles off shore in Lake Michigan. No other facilities are on the islands. Island staff usually work 10 days on the

Public transportation to and from Traverse City is available, but not frequent.

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**HOW TO APPLY**

To apply for an internship, please mail a résumé including the phone numbers of at least two references, a copy of academic transcripts, a letter of recommendation from a college advisor or employer, and a cover letter that states in which position you are interested and why.

Applications received by March 1, 2010 will receive earliest consideration.

You must submit a separate and complete application package for each internship to which you wish to apply. Do not send transcripts, cover letters, or other documents separately from your application package.

Applications for internships other than summer should be sent no later than three months before the desired starting date. Mail applications to:

Sleeping Bear Dunes  
National Lakeshore  
ATTN: Intern Program  
9922 Front Street  
Empire, MI 49630

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**FOR  
ADDITIONAL  
INFORMATION**

Additional information regarding these opportunities may be obtained by calling Susan Sanders at: (231)326-5134 X 507.

OR by e-mail at:

Susan\_sanders@nps.gov