



Larimer County Department of Natural Resources UNPAID INTERNSHIP OPPORTUNITIES

Department: Larimer County Department of Natural Resources (LCDNR)
Locations: Varied locations throughout Larimer County

ROLE

The Department of Natural Resources Intern will assist staff with projects in a variety of programs. Interns will be exposed to all facets of natural resources operations as deemed appropriate by the Internship Supervisor and as staff time allows. LCDNR strives to provide a well-rounded experience that will benefit the student and department alike while focusing on student preferences when possible.

SPECIFIC INTERNSHIPS AVAILABLE WITH NATURAL RESOURCES

Natural Resources Internship: Individuals accepted into this internship will be involved in & exposed to all applicable aspects of a Natural Resource management program – this position will include both office and field work.

Natural Resources Ranger Internship: The Department of Natural Resources Ranger Intern will assist Operations staff. Interns will be exposed to all facets of natural resources operations with a focus on serving in the capacity of a park or open lands ranger – this position will be primarily based in the field.

All Internships may include the following:

- Assist with the administration of the Open Lands Program within the Larimer County Department of Natural Resources, under the direction and supervision of the Internship Coordinator, Natural Resource Specialist, or other staff as assigned.
- Assist Natural Resource Specialist, Weed Control Specialist, Trail Crew, Rangers and others on field projects.
- Assist in preparation of baseline documentation reports including resource inventories of plant and animal communities, historic and geologic sites, etc.
- Assist with writing and planning of grant applications and grant due diligence, Annual Reports, newsletters and other publications.
- Assist with developing and/or administering education programs and materials.
- Organize, assist and participate on site visits to open lands acquisitions and development projects for the media, County Commissioners and the Open Lands Advisory Board.
- Gather and analyze data related to assigned projects, conduct research, prepare reports or recommendations.
- Assist in preparing for and organizing conferences, presentations, meetings, continuing education seminars, and photo displays.
- Develop, organize, assist and participate in public outreach events

QUALIFICATIONS

- Good people skills
- Good computer skills (Word, Excel, PowerPoint, Publisher)
- Attention to detail
- Follows instructions well
- Organized
- Self motivated
- Responsible and reliable



- Must possess a valid Colorado driver's license.
- Good phone etiquette
- Friendly and courteous to staff and park visitors and the ability to communicate clearly with them
- Learn how to correctly operate radios to communicate with other volunteers & staff (Ranger Interns)
- Complete on-the-job training courses
- Occasionally work on weekends or holidays from Memorial Day through Labor Day
- Provide own transportation to and from assigned work location
- Team player, work in a group with other staff or volunteers
- Abide by park regulations and safety guidelines
- Adhere to the LCDNR uniform policy and wear uniform provided by DNR (may not be required)

NATURAL RESOURCE DEPARTMENT'S RESPONSIBILITY

- Prepare and train interns through orientation, tour, and on-the-job training
- Provide necessary equipment and supplies
- Obtain feedback from interns
- Recognize and reward interns as valued team members

INTERN'S RESPONSIBILITY

- Be prepared for your assignment by completing required training
- Be available a minimum of 15-20 hours per week
- Provide excellent customer service to staff and park visitors
- Be flexible to work where you are most needed
- Provide own transportation or carpool and be on time
- Be willing to receive feedback and input from staff members

BENEFITS

- Spending time outdoors, hiking beautiful parks and open space trails
- Learning about Colorado's natural resources and local land protection efforts
- Sharing your knowledge and sense of stewardship with others
- Providing a worthwhile service to your community
- Receiving professional training and support
- Attending ongoing educational activities
- Receiving a special use park entrance pass after 20 hours of volunteer service in a calendar year. (some restrictions apply)

RISKS

- Stress while working with people
- Rattlesnakes are located within our park boundaries
- Inclement weather (lightening, rain, etc.)
- Disease, stings, or bites from insects, such as mosquitoes and spiders.

PROCESS TO APPLY

- Submit a resume and cover letter to Pam Mayhew: pmayhew@larimer.org
- For more information, call (970) 679-4552

The Larimer County Department of Natural Resources Volunteer Program is not obligated to provide a placement, nor are you obligated to accept the position offered. Opportunities for volunteers are provided without regard to race, color, religion, national origin, sex or age. Larimer County is committed to equality of opportunity. I grant permission to Larimer County Department of Natural Resources to photograph, videotape, and to record my voice and sounds, and to use any or all such photographs, recordings, and reproduction for any official Larimer County Department of Natural Resources purposes.