

# Sleeping Bear Dunes

National Park Service  
U.S. Department of the Interior

Sleeping Bear Dunes  
National Lakeshore



## 2016 INTERNSHIP OPPORTUNITIES

*Work and learn in beautiful northern Michigan*

### 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 72 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.

### AVAILABLE INTERNSHIPS

#### Natural Resource Management

Wildlife – Interns work with critically endangered piping plovers, conduct data collection, monitoring established transects/plots, drafting reports 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 – Interns work on controlling invasive plant species, site restoration, 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 – Interns collect and analyze water quality, sediment, and biological samples from inland lakes and streams. They may also assist in monitoring and protecting targeted aquatic species, fish surveys, aquatic invasive surveys, and other resource management projects.

GIS – Intern will focus on improving the “trails” and “roads” layers of the park's GIS, and assist in several trail planning projects. The work may include other GIS layer updates and corrections, GPS data collection, database management, and map generation

#### Park Ranger

Interpretation – Interns research and present programs to park visitors on the natural and cultural resources of the park and develop educational curricula and exhibits. They will also assist presenting special events for park visitors: Junior Ranger Day, Glen Haven Days and the Port Oneida Fair.

Protection – Interns are stationed mainly on the Manitou Islands. They 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 other sources of information. Assists with the park's oral history projects and development of national register nominations for park historic sites

Museum Technician Assists with storage, organizing, monitoring, and housekeeping in the park's museum collections storage and exhibit facilities, assists with the management of the park archives.

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.

### DURATION

Internships usually last for eight to twelve weeks, with the intern working five 8-hour days per week. Other arrangements may be negotiated with the internship supervisor. We are flexible and can work with your schedule to achieve mutually agreeable starting and ending dates.

Some intern positions may be arranged at other times of the year, including Cultural Resource Management internships which are preferred during the school year. Contact the volunteer coordinator if you are interested in an off-season (winter) internship.

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**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 the ability to prepare and present interpretive programs.

Park Ranger (Protection) 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.

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.

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**ADDITIONAL REQUIREMENTS**

Interns will be required to successfully complete a background investigation, including an FBI fingerprint check, prior to beginning their internship.

Interns may be required to drive a government vehicle and must possess a **valid state driver's** license as well as pass an online defensive driving course.

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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**BENEFITS**

Intern positions will receive a \$20.00 per day stipend, some uniform items and park housing may be available but pets are not allowed in housing.

Interns receive valuable 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 college advisor, and the NPS supervisor.

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.

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**HOUSING AND TRANSPORTATION**

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.

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 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.

Public transportation to and from Traverse City is available via BATA on a regular basis. Please see their website for more specific information; [www.bata.net](http://www.bata.net) Click on "Village Connector, Empire route".

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**HOW TO APPLY**

To apply for an internship, please mail (hard-copy) a cover letter that details which internship opportunity you are applying for, and how your knowledge skills and abilities relate. Also include a résumé with contact information for at least two references, a copy of academic transcripts, and a letter of recommendation from a college advisor or employer.

Want to apply to multiple opportunities: You need only submit a single application package. In your cover letter, list the positions to which you wish to apply and specifically address how your knowledge skills and abilities relate to each.

Applications received by March 1, 2016 will receive earliest consideration.

Mail applications to:

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

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**FOR ADDITIONAL INFORMATION**

Visit the Sleeping Bear Dunes National Lakeshore website at:  
<http://www.nps.gov/slbe/index.htm>

Or contact the Volunteer Coordinator at:  
[matthew\\_mohrman@nps.gov](mailto:matthew_mohrman@nps.gov).