



Rocky Mountain Arsenal National Wildlife Refuge Visitor Services Intern



Position:

Visitor Services Intern, unpaid, compensated housing may be available

Duty Station:

Rocky Mountain Arsenal National Wildlife Refuge is located just ten miles northeast of downtown Denver and is the largest contiguous open space in the Denver metropolitan area. The site finished a major environmental restoration program in October 2010 and has become one of the largest urban national wildlife refuges in the United States. A new sustainable Visitor Center will be opening Spring 2011. For more information about the Refuge, visit www.fws.gov/rockymountainarsenal.

General Duties:

- ✓ Support overall operations of Visitor Center such as staffing the desk, inventory supplies, providing animal care, completion of program reports, etc.
- ✓ Contribute to quarterly nature program newsletter in regards to planning, scheduling, designing and mailing
- ✓ Schedule and lead wildlife viewing tours for the public and special request groups
- ✓ Research, plan, create and lead nature programs for all age levels
- ✓ Create interactive, educational displays for new and old Visitor Center
- ✓ Involvement in special events such as Fishing Frenzy, Refuge Roundup and Wild Walk
- ✓ Staff outreach booths and lead outreach activities
- ✓ Provide support to volunteer program by assisting with quarterly newsletter development, trainings, meetings and field trips
- ✓ Assist with recruiting and processing new volunteers, recognizing volunteers through award system and evaluating volunteers
- ✓ Create publications such as brochures, articles, flyers and banner promoting the Volunteer program
- ✓ Contribute to website revisions specifically regarding the Visitor Services pages

Other Duties:

- ✓ Support other areas of Visitor Services such as fishing programs, environmental education, scout programs and trails
- ✓ Assist other divisions with projects when schedule permits

Send resume and cover letter to:

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