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# Naturalist Internship Application

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Please mail or fax completed, signed form to:  
Audubon Center of the North Woods  
PO Box 530, Sandstone, MN 55072  
Fax: 320-245-5272 Email: [internships@audubon-center.org](mailto:internships@audubon-center.org)

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Name \_\_\_\_\_

College/University \_\_\_\_\_

Major/Minor \_\_\_\_\_ Graduation Year \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Best way to reach you \_\_\_\_\_ Best time to reach you \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Checklist.** A completed application must include the following:

- Cover letter explaining your reasons for applying to the Audubon Center of the North Woods
- Resume – please include all information listed above and any current certifications you hold
- List of three references and their contact information (phone number and email address)
- Concise answers to the prompts outlined below

Once completed, please send application to:

**Mail:** ACNW Naturalist Internship      OR (preferred) **Email:** [internships@audubon-center.org](mailto:internships@audubon-center.org)  
P.O. Box 530      **Fax:** (320) 245-5272  
Sandstone, MN 55072

**Questions.** On a separate sheet of paper, please describe your interest in and qualifications for the Naturalist Internship Program by answering the following four prompts:

1. Most of your time will be spent teaching environmental classes for students in grades K-12. Describe in detail (1 page max) your experience working with groups in this age range.
2. Additionally, you will have an opportunity to focus on various project areas (see descriptions on following page). Please rank your interest in these focus areas: 1 having the most interest for you and 5 having the least.
  - \_\_\_ Adventure & Outdoor Education
  - \_\_\_ Environmental Education Program Management
  - \_\_\_ Wildlife & Animal Care
  - \_\_\_ Center Operations & Stewardship
  - \_\_\_ Curriculum Development & Design
3. Describe, in 3-5 sentences, how your top three focus area choices fit with your past experience and future career goals.
4. In one paragraph, how would you characterize your relationship with the natural world?

## ACNW Focus Areas

**Adventure & Outdoor Education** – Your tasks will include maintenance, inspection and shoveling of high and low ropes courses, archery range, climbing wall, canoe fleet, first aid kits, and adventure gear (tents, packs, cookware, etc.). You will assist with and lead weekend college adventure programs and help to plan youth summer camps that include backpacking, wilderness navigation, winter skills, canoeing, and archery. Your duties will also include ongoing risk management and systems evaluations.

**Center Operations & Stewardship** - The Audubon Center encompasses 535 acres of varying landscape types, plus historic and modern buildings that all require care. You will be facilitating land stewardship and citizen science projects. You will assist with tasks such as invasive species removal, trail maintenance, cross country ski trail grooming, maple syrup harvest and production, wood splitting, and snow removal. Additionally, you will be assisting the Buildings & Grounds Manager with the upkeep of ACNW structures.

**Curriculum Development & Design** - Part of a successful education program is keeping curriculum and lesson plans up to date. Using current information in lessons is integral to the relevancy of our programming. Other tasks will include regular inventory and evaluation of existing curriculum – including individual lesson plans and any necessary supplemental materials – as well as actively and intentionally improving on the broad range of classes and interpretive materials we offer at the Center.

**Environmental Education Program Management** - You will learn the steps and procedures needed to administer an effective EE program, including such elements as school recruitment, grant writing, marketing, scheduling, and partnerships. By the end of your internship you will have direct experience in many aspects of submitting a grant, planning and staffing key events at the Center, and website & brochure content creation.

**Wildlife & Animal Care** - Currently, the Center cares for nine non-releasable birds (eight raptors and two corvids), a North American porcupine, a domestic rabbit, 400 gallons of native fish aquariums, three species of native snakes, a painted turtle, a variety of native amphibians, and Dermestid beetles. You will be in the daily rotation to provide care and management of our education animals, and have the opportunity to learn taxidermy and operant conditioning. You will also be assigned projects that range from developing area-specific informational displays to revising wildlife curriculum.