
Visitor Services Intern @ J.N. "Ding" Darling National Wildlife Refuge- Sanibel FL

This is a temporary position, September 2023- June 2024, though start and end dates are flexible for the right candidate. This internship is designed for college-level or recent graduates in the field of science or education. Equivalent experience will be considered. Working an estimated 40 hours per week. The intern will be directly supervised by the Supervisory Refuge Ranger. Housing is provided. Uniform shirts provided, but khaki pants and closed toed shoes must be provided by the intern. The work week may include at least one weekend day and some evenings. The job announcement will remain open until the positions are filled.

HOUSING & COMPENSATION

Housing for the intern, including furniture, basic necessities, and free Wi-Fi, is provided at no cost to the intern in Fort Myers, FL. Housing is a shared apartment with fellow "Ding" Darling interns in areas of education, visitor services, nonprofit administration, and Wildlife on Wheels (WoW). Rooms may be shared amongst 2 interns. Interns receive a living stipend of \$300 a week and a one-time \$150 travel allowance. Off-site housing requires interns to secure transportation to and from work through a personal vehicle, carpooling, or other means. If using a personal vehicle for work, interns will be given an unlimited toll pass for the Sanibel Causeway and reimbursed for gas and mileage spent during the workday. In addition, the intern will benefit greatly from being a part of our program with an average of six to eight interns in the areas of education, visitor services, nonprofit administration, and WoW. The Refuge welcomes nearly one million annual visitors from around the world each year, so interns gain a broad base of experience as they apply for future positions. The intern will also have opportunities for networking with others in conservation-related fields.

Description

The duties assigned to the successful applicant would be wide-ranging and should prepare the applicant for a future career in visitor services or recreation.

Assigned duties may include:

- Opening and closing the Visitor Center.
- Developing and presenting programs for refuge visitors and school groups (e.g., nature walks, auto tours and environmental education programs).
- Working on special interpretive projects (e.g., brochures, news articles, exhibits, signs, the website, producing short videos about the refuge and its habitats/wildlife/plants etc.).
- Assist in planning, organizing, and conducting special events on and offsite.
- Staffing the Visitor Center, including greeting and providing information to visitors as needed.
- Conducting outreach at local events to promote the refuge off-site and within the greater community.
- Cleaning/maintenance of the Visitor Center, exhibits, grounds, and vehicles.
- Developing content for the refuge Facebook account.
- Assist in administrative duties in the office such as answering phones, answering questions, ordering office supplies, etc.
- Assisting the Refuge and Lee County School District with Environmental Education lessons & field trips at the refuge when needed.
- Assisting with other responsibilities as assigned.

Qualifications

College-level or recent graduates in the field of science or education, or equivalent experience · Applicants in related fields may also be considered

Knowledge, Skills and Abilities:

- A valid driver's license (required)
- Customer service skills are a must
- Capable of performing diverse tasks simultaneously
- Flexibility in workplace priorities
- Attention to detail
- Ability to problem solve in the field
- High level of professionalism
- Positive attitude
- Well organized
- Be able to work independently and in small groups with a variety of personalities
- Public speaking and group management skills
- Experience in leading programs/tours and working with the public is desired
- Knowledgeable in natural history, biology, bird identification et or a willingness to learn
- Creative and artistic abilities such as photography, Canva, computer graphics, website experience, video production, etc. should be noted in your resume
- Excellent verbal and writing skills
- Bilingual is preferred

To apply submit: submit a resume (up to two pages in length), cover letter, and 3 professional references to Katy_Hosokawa@fws.gov

If you have questions call 239-472-1100 ext. 222