



## Petersburg Marine Mammal Center Internship Opportunity - 2010

Located in Petersburg, Alaska's Little Norway, this project takes place on Mitkof Island in the heart of the Tongass National Forest. Petersburg is also known as the Whale Research Capital of Alaska because of the many world-renown marine mammal researchers who use Petersburg as a base of operation.

PMMC is a non-profit organization formed in 1998 to "assist research efforts and be a depository for information on research and sightings of marine mammals in Southeast Alaska". We have a small center located in the Viking Travel Building which is on Main Street in downtown Petersburg. The center is manned by interns during the summer months and the Board of Directors carries out the functions of PPMC year-round.

This intern program allows students the opportunity to earn college credit while learning about marine mammals and serving the public. Individuals not in a college program, but with a strong interest and good background in marine mammals are also invited to participate by showing strong professional or life goals with marine mammal interpretation. Indoor exhibits, including an interactive computer kiosk, focus on marine mammal life history and distribution. Two interns will be working at the Center staggered shifts for six days out a week where the work includes, but is not limited to:

- Staff the Center during open hours. Manage operations, sales and petty cash.
- Interpret Alaska marine mammal information for Center visitors and public.
- Assist and help coordinate where possible with researchers using center.
- Prepare/deliver Alaska marine mammal presentations to visitors and small groups.
- Facilitate community outreach and public education of Alaska marine mammals.

### Project Duration

Two 8-10 week Intern positions are available beginning mid-June through August 31st.

### Accommodation

The volunteer will be accommodated in Forest Service housing near the center of town, making it easy to access to the community and to the Center. The room is shared so both interns must be of the same gender.

### Internship Requirements

- must be in an internship program through an accredited university or demonstrate a strong interest and background in marine mammals
- physically fit
- desire to gain skills in the environmental education field
- interested in working with visitors
- possess an interest in working on small projects for the Center
- possess a positive attitude!

### Compensation

This is currently an uncompensated internship (other than the housing provided).

### Application Deadline

Applications deadline is **February 28<sup>th</sup>, 2010** and successful applicant(s) will be notified by March 15<sup>th</sup>, 2010.



**2010 Summer Internship Prospectus**

<b>TITLE:</b>	Summer Interns (2)
<b>POSITION DESCRIPTION:</b>	<p>Petersburg Marine Mammal Center (PMMC) will offer positions for two summer interns for 2009. Both positions will be focused on the following areas.</p> <ul style="list-style-type: none"> <li>• Staff center during open hours.</li> <li>• Assist and help coordinate where possible with researchers using center.</li> <li>• Prepare/deliver Alaska marine mammal presentations to visitors and small groups.</li> <li>• Create public marine mammal displays and interpretive materials.</li> <li>• Facilitate community outreach and public education of Alaska marine mammals.</li> <li>• Manage operations, stocking and sale items, petty cash and ledgers.</li> </ul>
<b>TIME FRAME:</b>	10 -12 weeks beginning early to mid June through August 31 <sup>st</sup> , 2010
<b>QUALIFICATIONS:</b>	<p>Following are the guidelines and criteria used for consideration of potential candidates.</p> <p>Applicants must possess a demonstrated interest in marine mammals, good initiative with strong work ethic, positive attitude, good public relations and interpretive skills, maintain clean friendly appearance and hygiene. Applicants must have adequate computer skills to create center materials, visual presentations, brochure layouts and have some knowledge of spreadsheets and database management. Applicants must be eligible or enrolled in an accredited internship program or show a strong interest and background in marine mammals to and demonstrate a strong life or professional goals. Optimally, PMMC will select one interpretive related intern, one marine/mammal biology related intern. Applicants must be 18 years or order unless they have a local guardian present during the internship.</p>
<b>HOURS:</b>	Center operating hours 9 AM - 6 PM flexible & shared by interns Monday through Friday, Saturday – half day depending on visiting boat schedules.
<b>COMPENSATION:</b>	<p>PMMC internships can qualify for elective credits in approved programs. The PMMC internship program may also include a conjunctive internship with USDA Forest Service, Tongass National Forest, Petersburg Ranger District.</p> <p>Shared housing for 2 interns (same gender) will be provided.</p>
<b>TO APPLY:</b>	<p>To apply, please fill out the application <b>electronically</b>. You can type into the document and also save the document with your text in it using the free Acrobat Reader software (<a href="http://www.adobe.com">www.adobe.com</a>). Email the PDF file or fax a print out of the application to the address below. <b>Do not mail your application. Make sure to put your name in all document file names if you email the PDF.</b></p> <p>Email: <a href="mailto:internship@psgmmc.org">internship@psgmmc.org</a>          FAX : 1-907-772-3127</p> <p>Please include:</p> <ol style="list-style-type: none"> <li>1. Cover letter highlighting your qualifications and statement indicating your interest and purpose for applying for this position.</li> <li>2. A completed PMMC intern application which can be downloaded from our web site: <a href="http://psgmmc.org/pages/involved/internships.html">http://psgmmc.org/pages/involved/internships.html</a></li> <li>3. Two letters of recommendation</li> </ol> <p>Application deadline is <b>February 28<sup>th</sup>, 2010</b> and successful applicant(s) will be notified by March 15<sup>th</sup>, 2009. A confirmation email will be sent to you when your application is received. If you do not receive a confirmation email please contact us.</p>



# PETERSBURG MARINE MAMMAL CENTER

## Internship Application

- Full-time
- Summer
- Co-op
- Internship
- Employment

### General Information

Last Name		First Name			M.I.
Address until	No.	Street	State	Zip Code	Tel.
		City			E-mail
Permanent Address (if different from above)	No.	Street	State	Zip Code	Tel.
		City			E-mail
Are you legally eligible to accept employment in United States? Yes <input type="checkbox"/> No <input type="checkbox"/>			Type of position you feel qualified or prefer with any comment:  <input type="checkbox"/> Interpretive <input type="checkbox"/> Biology <input type="checkbox"/> Other		
Have you been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes explain:					
When are you available to start work?					

### Education

Post Secondary or other institutions attended. Begin with most recent.	Faculty, Department, Division, or School	Discipline or Program (Major)	Degree/Diploma/Certificate	Date obtained or expected

G.P.A. for your most recently completed academic year      on a scale of      (Percentage or letter equivalent:      ).

G.P.A. for all courses completed to date (cumulative average)      on a scale of      (Percentage or letter equivalent:      ).

Highlight skills relevant to the position(s) sought.

### **Educational Experiences and Accomplishments**

Describe your relevant courses, project work, theses, publications, and presentations. Include awards and scholarships.

### **Extracurricular Activities**

Describe your extracurricular activities including class or campus offices held, volunteer experience, memberships in clubs or organizations, leadership roles, sports activities, hobbies, etc. (You are not required to mention the names of organizations that indicate race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, political beliefs or disabilities).

**Work Experience**

Describe all work experience (paid and unpaid) starting with most recent.

Position	Name of Organization		<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk ) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
City	State	Dates	
Duties:			
Position	Name of Organization		<input type="checkbox"/> Summer <input type="checkbox"/> Part-time (# of hours/wk ) <input type="checkbox"/> Co-op <input type="checkbox"/> Internship <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-time <input type="checkbox"/> Other: (specify)
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Duties:			
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City	State	Dates	
Duties:			

**Current Internship Program**

School/Organization

Name

City

State

Program

Faculty/Staff Representative

Name

City

State

Telephone

Email

Program Details

### Personal Statement

Please describe your educational, personal, and career goals and how the internship program at PMMC would integrate with these. Also describe how your experience (education, extracurricular and work) is relevant to the position and the organization.

I understand that any omission or misrepresentation with respect to this information may be cause for denial or immediate termination of employment.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature