



COLORADO

Parks and Wildlife

Department of Natural Resources

Internship Announcement

POSITION: Chronic Wasting Disease (CWD)/ Customer Service Intern

START & END DATE: July 20, 2020-January 20, 2021 (full time, dates negotiable)

PAY RATE: \$12.00-\$13.00 PER HOUR (based on experience)

LOCATION: Northeast Regional Office, 6060 Broadway, Denver, CO 80216

DEADLINE FOR APPLICATIONS: June 7, 2020 or until 25 qualified applicants are reached

JOB DESCRIPTION: The purpose of the Youth Internship Program for Natural Resources is to employ and expose students and recent graduates to natural resource careers within Colorado Parks and Wildlife (CPW). The selected candidate will experience a variety of learning experiences (i.e. ride along with officers, wildlife surveys, educational activities, seminars, trainings) and gain a broader understanding of CPW and its various careers. This position is a great experience for those wanting to pursue a career as a District Wildlife Manager, Park Ranger, or biologist.

This position will sell products and provide information to customers, including sales of wildlife products (hunting and fishing licenses, refund and duplicate licenses, and hunter education cards), and parks products (parks passes, OHV permits, snowmobile and boat registrations); collect CWD samples and data from hunters; perform mandatory animal checks; maintenance of customer records in IPAWS (name and address changes, hunter education verification, and other documentation as needed); maintain and update information bulletin boards, seasonal handouts/reports/forms, and informational packets, answer questions about wildlife or parks; perform wildlife euthanization. The position provides internal customer service to other staff, serving as front desk reception; administrative duties such as management of copy, fax, and IPAWS machines including supply stocking; maintenance of animal seals log and stocking of required supplies for mandatory animal checks; pickup/delivery and distribution of mail; monitors and ensures that standard office supplies, brochures, and merchandise are in stock; other administrative duties as assigned. Must be able to maintain a clean and tidy workspace between customers.

MINIMUM REQUIREMENTS: Must be able to work outside in all weather conditions and lift 50lbs. Ability to interact positively with the public in various situations. Weekend and evening work may be required. Hunting and fishing experience helpful.

HOW TO APPLY: Email cover letter and resume to michael.gallegos@state.co.us