



# Colorado Parks and Wildlife Internship

## POSITION:

Education and Interpretation Internship

## START & END DATE:

March 1, 2025 - August 1, 2025. The exact start/end dates are flexible. The internship term is 6 months with a possible extension of 9 months total.

## PAY RATE:

\$16 per hour

## DEADLINE FOR APPLICATIONS:

February 3, 2025; Interviews are scheduled for February 10, 2025.

## SCHEDULE:

40 hours/week, primarily weekdays from 8:00a- 4:30p, some weekends. Exact hours may be dependent upon projects, events, and other opportunities.

## BENEFITS:

- Paid sick leave
- PERA retirement employer contributions
- Employee wellness resources and [CSEAP Benefits](#)
- Professional development opportunities like certifications, trainings, conferences, and memberships

## LOCATION:

Colorado Parks and Wildlife (CPW) Main Office at 6060 Broadway, Denver, CO 80216

- Hybrid work environment - Intern will report to the office 2-3 days per week and may work remotely 2-3 days per week. A laptop and computer setup is provided.
- Office is located along the [RTD 8 line bus route \(stop at Broadway & 60th Pl\)](#).
- Occasional opportunities for in-state travel, if desired.

## REPORTS TO:

Heather Hubbard, Formal Education Coordinator and  
Mary McCormac, Interpretation and Wildlife Viewing Coordinator

Supervisor emails: [heather.hubbard@state.co.us](mailto:heather.hubbard@state.co.us) and [mary.mccormac@state.co.us](mailto:mary.mccormac@state.co.us)

Phone numbers: Heather: 303.291.7165 and Mary: 303.291.7252

## JOB DESCRIPTION:

CPW's outreach programs are critical to the agency's ability to increase public trust, awareness of, and appreciation for Colorado's outstanding wildlife and outdoor recreation resources. For an intern, gaining experiences in education and interpretation will provide a solid foundation for many career paths in our agency on best practices for interacting and communicating with the public. We have seen our interns move into positions as temporary employees, Park Rangers, District Wildlife Managers, and administrative roles, as well as in permanent education positions with partnering agencies/organizations.

## RESPONSIBILITIES:

This internship is structured to immerse the intern in the full range of education, interpretation, and outreach program activities provided by CPW's Statewide and Regional Education Coordinators. Potential experiences range from assisting with and participating in educational workshops, trainings, and events, to assisting with hunting, fishing, and other outreach programs. The intern will have the unique opportunity to support and experience a variety of programs within the Education, Volunteer, and Partnership section, and receive direct mentorship from two Statewide Coordinators. The intern will also be encouraged to participate in other opportunities of interest.

Other educational opportunities the intern could be exposed to include (but are not limited to): Project WILD workshops; National Archery in the Schools Basic Archery Instructor certification (BAI); Certified Interpretive Guide (CIG) certificate and training; assisting with and/or participating in educational trainings/workshops and meetings; assisting with public programs in schools, parks, or with other groups; helping plan and implement wildlife festivals; attending

public meetings; networking and meeting/working with education partners; providing virtual classroom programs; and assisting with educational and interpretation program development. In particular, the certifications the intern could receive (e.g. CIG, BAI, and Project WILD) are nationally recognized programs and are easily transferable to other positions and organizations, making them a great resume builder.

## **MINIMUM REQUIREMENTS:**

- Good attention to detail
- Outstanding organizational skills
- Excellent written communication skills
- Strong interpersonal/people skills
- Proficient with Microsoft Office Suite and Google Applications.
- Self-motivated and able to balance multiple responsibilities while working independently
- Willingness to engage with people of all ages, with diverse racial, ethnic, gender identity, ability, political, cultural, and socioeconomic backgrounds.
- An interest in learning about education and interpretation in natural resource agencies.
- Passion for natural resources, conservation, the environment, education, interpretation, teaching others, equity in the outdoors, and/or similar areas.

## **PREFERRED QUALIFICATIONS:**

- Experience with graphic design tools and/or video editing
- Skilled in using Microsoft, Google, and Adobe applications
- Background in environmental education, interpretation, training facilitation, event coordination, customer service, and/or communications.

## **HOW TO APPLY:**

Send your resume and cover letter to [mary.mccormac@state.co.us](mailto:mary.mccormac@state.co.us) by February 3, 2025. We welcome lived, educational, and work experiences. Your cover letter should include:

- Why are you interested in this specific position?
- How does this position fit in with your long-term goals?
- What makes you a unique fit beyond what we can see in your resume?

## **ABOUT THE YOUTH INTERNSHIP PROGRAM (YIP)**

CPW's Youth Internship Program (YIP) employs and develops the next generation of Natural Resource Professionals and recruits new, diverse talent into the CPW workforce. We accept people of all ages who are in the early stages of their career path or career transition.

## A Focus on Career Exploration

YIP is unique in that it's not just a job... It is designed for career exploration, mentorship, and skills development. While you'll have some primary job responsibilities, we want you to go out and explore! Depending on your interests this might include shadowing biologists, going on ride-alongs with Park Rangers and Wildlife Officers, visiting fish hatcheries, helping at education and outreach events, assisting with trail or restoration projects, and more. This is a great opportunity for someone who knows they are interested in a Natural Resources career but wants to learn more about different options.

*Colorado Parks and Wildlife is committed to fairness and equality of opportunity in the workplace. The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The Department of Natural Resources is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Anna Kargobai-Murray, at [anna.kargobai-murray@state.co.us](mailto:anna.kargobai-murray@state.co.us) or call 303-866-2667 x8647. Please contact Anna at least five business days before the date that any accommodation will be required to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.*

