



LaPorte County  
Parks Department

Internship Description

Dear Potential Intern,

The LaPorte County Parks Department is pleased to offer an internship that will give you a well-rounded experience. It will be a hands-on opportunity that will give you knowledge of all aspects of park operation. Through this experience you will better understand how a County Parks Department functions.

The three components of the internship are Administrative/Office, Maintenance/Construction, and Naturalist/Programming. The intern will spend time working in each one of the three components. Emphasis can be placed on one or more of the components depending on the intern's goals and objectives. We require that time be spent in all three component areas to complete the internship.

The Parks Department will work with the intern to make sure the experience meets the standards set by the college or institution you are attending. Housing will be provided on park property free of charge. The internship lasts 12-14 weeks and the intern will work 40 hours a week. A \$1,200 stipend is given to the intern for completion of a 12-14 week internship. The intern will receive payment monthly.

The LaPorte County Parks Department is pleased to offer this well rounded internship. We believe that everyone involved will benefit from the experience. Please review the internship material and if you are interested send a resume to LaPorte County Parks, Niki Schmutte, 3178 S. 150. West, LaPorte, IN 46350.

Sincerely,

*Niki Schmutte*

LaPorte County Parks  
Chief Naturalist  
(219) 324-5855

## **2005 LaPorte County Parks Department Internship Description**

### **LaPorte, Indiana**

#### **Summer –12 weeks maximum, 40 hrs per week**

Flexible starting and ending dates

Stipend of \$1200 maximum for 12-14 weeks; paid monthly

Housing provided on park property free of charge if needed.

### **3 Component Internship**

#### **Duties of Naturalist and Programming Component**

- Assists in all facets of school environmental education programs, public programs, festivals and day camps.
- Maintains and updates a bulletin board each month.
- Assists with property upkeep, including stocking brochures, housekeeping, and minor trail maintenance.
- Assists in maintenance and upkeep of the live animals.
- Works Nature Center, greets public, and answers phones.
- Answers questions about park properties and County Parks Department from public.
- Assists with gift shop inventory and sales.
- Attends meetings with staff.
- Will meet other academic internship requirements set by departmental policies.
- Performs other duties as required.

#### **Duties of Maintenance and Construction Component**

- Works at all County Park properties.
- Uses a variety of equipment ranging from hand to power tools after proper training.
- Assists with property upkeep, including housekeeping and facility and grounds maintenance.
- Assists with equipment upkeep and maintenance.
- Assists in construction and facility restoration projects.
- Assists in grounds restoration projects.
- Assists in park programs and festivals.
- Attends meetings with staff.
- Answers questions about park properties and County Parks Department from public.
- Will meet other academic internship requirements set by departmental policies.
- Performs other duties as required.

#### **Duties of Administrative Office Component**

- Works administrative office, greets public, and answers phones.
- Answers questions about park properties and County Parks Department from public.
- Assists with facility rental and equipment rental and return.
- Assists in filing and document copying.
- Assists in data entry using a variety of computer programs with training.
- Assists in Park mailings.
- Assists with property upkeep, including stocking brochures and housekeeping.
- Assists in park programs and festivals.
- Attends meetings with staff.
- Will meet other academic internship requirements set by departmental policies.
- Performs other duties as required.

### **Qualifications for Internship**

- Must be at least sophomore status working towards a degree in a natural science or related field.
- Possesses or has ability to learn basic knowledge of principles and techniques of Programming.
- Possesses or has ability to learn basic computers and computer programs; such as Word, Excel, Internet Explorer.
- Possesses or has ability to learn effective communication skills both oral and in written.
- Must be able to work independently at times.
- Must have valid drivers license and own transportation from housing to work.
- Must have physical ability to lead hikes on trails and complete other noted duties.
- Possesses willingness and has ability to learn a variety of skills related to Parks.
- Must be able to work weekends and holidays.
- Must be enthusiastic and a team player.

Send resume, cover letter, three references, and college intern requirements if applicable to:

Niki Schmutte, Chief Naturalist  
3178 South 150 West  
LaPorte, IN 46350