HIGH SCHOOL INTERNSHIP PROGRAM

The purpose of this internship program is to provide a variety of practical experiences to high school age youth at facilities operated by the Center for Alaskan Coastal Studies—the Wynn Nature Center, the Peterson Bay Field Station, and the CACS Yurt on the Spit. Learning opportunities and trainings at these facilities have been designed to help you gain skills in the areas of nature interpretation and teaching, public relations, research and monitoring and other behind the scenes duties like trail maintenance and program preparation.

Through participation in this internship you will spend time developing skills in preparation for future careers and have an opportunity to earn Service Learning volunteer hours as is required by many school districts.

The program is open to responsible juniors and seniors with a strong interest in ecology, stewardship, and education.

Program Benefits
- Getting to spend the summer learning and working outdoors
- Working closely with a naturalist mentor
- Leading and instructing others as a wilderness camp counselor
- Participating in interpretation and naturalist training
- Hands on experiences with new technology and citizen monitoring programs

Program Requirements
- Have completed your sophomore, junior or senior year of High School this spring
- Be able to commit to at least 20 hours of work per week
- Complete one natural history, research, or education project
- Attend job training sessions and mentor meetings
- Be able to commit to the entire 11 week session, beginning early June through mid-August (or make other arrangements with CACS staff beforehand)

Application Process
Complete the High School Intern application packet and return to Seth Spencer at the Center for Alaskan Coastal Studies, 708 Smokey Bay Way, Homer AK, 99603 or email it to jobs@akcoastalstudies.org using High School Intern as the subject line. Applications are due by March 27th, 2020. Top applicants will be contacted for interviews in April, 2020.
The purpose of this internship program is to help you gain skills in the areas of nature interpretation and teaching, public relations, research and monitoring and other behind the scenes duties like trail maintenance and program preparation. Internship duration is mid-June through mid-August, 2019. Please complete the application packet and return to our office following the directions below.

A complete application packet includes:
- Contact Information Page
- Student Parent Agreement
- Application Questionnaire
- Two completed Recommendation Forms

Send completed application materials in one envelope to Seth Spencer, Center for Alaskan Coastal Studies, 708 Smokey Bay Way, Homer, AK 99603, or email jobs@akcoastalstudies.org with High School Intern in the subject line. Applications must be received by March 27th, 2020. Supplementary forms and information will be required if you’re chosen as an intern.

Contact Information: Please print or type clearly.

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<thead>
<tr>
<th>Your Name:</th>
<th>Grade in School:</th>
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<tr>
<td>Address:</td>
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<td>Phone:</td>
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<td>School:</td>
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<td>School Address:</td>
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<td>Parent’s Name:</td>
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<td>Parent’s Address (If different from your own):</td>
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<tr>
<td>Home Phone:</td>
<td>Cell Phone:</td>
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<td>Parent’s Email:</td>
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Student and Parent Agreement

I understand that I am applying to be considered for admission into the Center for Alaskan Coastal Studies High School Internship. I understand that this is a commitment of responsibility, time, energy, and enthusiasm and I will meet this commitment to the best of my ability. I further understand that my participation in group meetings, projects, and service hours is part of my commitment, and if I fail to meet the participation guidelines, I will be asked to leave the program.

I understand that I may be living away from home during my internship and staying with a host family or in other housing provided by the Center for Alaskan Coastal Studies. I understand that I will be responsible for my actions and will be asked to leave the program if I violate the housing agreement.

Signature of Applicant  ___________________________________________  Date  _________________

Signature of Parent  ___________________________________________  Date  _________________

Housing Agreement

The Center for Alaskan Coastal Studies will coordinate housing with a host family in or near the community of Homer and housing needed while staying across the bay. The host family will provide meals and lodging, and transportation to the CACS headquarters or other work site if they are outside of the Homer city proper. CACS will provide housing and meals during time spent at Peterson Bay Field Station during programs.

As an high school intern, you will:

- Respect the property, time, and generosity of the host family and CACS
- Honor the curfew set by the host family and clearly communicate your daily schedule and plans
- Be tidy and clean up after use of shared spaces
- Thoroughly clean your room before leaving at the end of summer
- Participate in no illegal activities including, but not limited to, underage drinking and drug use
- Abide by all other mutually agreed upon rules

I understand that while living away from home during my internship and staying with a host family I will be responsible for my actions and will be asked to leave the program if I violate the housing agreement.

Signature of Applicant  ___________________________________________  Date  _________________

Signature of Parent (if under 18)  ___________________________________________  Date  _________________
Applicant Questionnaire

Please answer the following questions on a separate piece of paper, numbering each response. Your answers do not need to be lengthy, but should give us a good idea of who you are and why you are interested in our nine week program.

1. Have you participated in any programs with the Center for Alaskan Coastal Studies in the past?
2. How did you hear about our internship program?
3. While previous jobs and internships are not a requirement, we do like to know how you spend your time during the summer and after school. Please list internships, summer or part-time jobs, and activities you regularly participate in (these activities do not have to be school related).
4. We know that each of our staff members bring a set of unique skills with them that help us succeed as an organization. Think for a minute about your background, the community in which you were raised, your skills, and experiences you have had. What personal traits, interests, and abilities could you bring to our organization?
5. Learning Opportunities at CACS have been designed to help you gain skills that will help you in a future career. Which of the following learning opportunities are of interest to you? Tell us which interest you the most and why.

   Teacher/Naturalist aide: Being apprentice to naturalists in educational programs for young children, a counselor for summer camps, and learning to lead natural history tours

   Research and monitoring: Helping as a citizen scientist to collect data for scientific research

   Public relations and media: Taking photos and writing news releases, blogging, developing flyers and brochures

   Ambassador or greeter: Greeting visitors at the Wynn Nature Center cabin or Yurt at the Spit and helping them understand what we do and how our activities can interest them

   Trail and facilities maintenance: Helping with trail clearing and maintenance at the Peterson Bay Field Station and Wynn Nature Center, as well as upkeep of facilities.

6. Assume for a minute that you are selected as an intern for our program this summer and complete the following sentences:

   At the end of the summer, my internship experience will have been successful for me if…

   At the end of the summer, I will be disappointed in my internship experience if…

7. As a High School Intern you may serve as camp counselors at our camps for 9-15 year olds and will be required to attend all camp activities, as well as 4 days of camp counselor training. Tell us about an experience you have had leading children or peers.

8. Our internship is designed for students who are passionate about learning, dedicated to teaching others about the environment, and comfortable learning and working with adults and peers. With this in mind, tell us anything else you would like us to know about you, your interests, and why you’d like to work with the Center for Alaskan Coastal Studies.
**Part I.** Thank you for your help in our selection process and your support of a candidate for our High School Naturalist Internship Program. Our program is designed to give High School students valuable work experience and mentoring in the field of environmental education and stewardship. Please rate the student in the following skills.

**Scale:**
1– Superior  
2– Highly satisfactory  
3– Satisfactory  
4– Needs improvement  
N/A– No opportunity to judge

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<th>Skill</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>N/A</th>
<th>Comments</th>
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<tbody>
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<td>Self-confidence speaking in front of others</td>
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<td>Works cooperatively with peers</td>
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<td>Works cooperatively with adults</td>
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<td>Patience with others</td>
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<td>Common sense and good judgment</td>
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<td>Time management skills</td>
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Part II. Please answer the following questions as completely and candidly as possible.

1. How long and in what capacity have you known the student?

2. What are the student’s most outstanding abilities or characteristics?

3. In what areas can this student improve?

4. Do you have any reservations about this student’s potential to succeed in a work and learning based, 9-week program away from home?

5. Any additional comments you feel would help us to evaluate this candidate?

Please return the recommendation form to the student in a sealed envelope to be mailed with the rest of the application materials or email to jobs@akcoastalstudies.org with the student’s name and Recommendation in the subject line.