



## ***Alumni Internships***

Internships with the Wild Rockies Field Institute allow alumni to return to the field with WRFI in a leadership role. WRFI Interns deepen the academic learning they began as a student, practice a variety of leadership and teaching skills, and expand their personal and professional networks.

WRFI's internships require hard work and some of the daily tasks are less than glamorous. However, the entire WRFI staff is committed making the internship experience highly beneficial. An internship with WRFI is an excellent step toward a career in outdoor leadership, conservation, and/or teaching.

### **Intern Qualifications:**

- Alumnus of a WRFI course.
- First Aid certification (Wilderness First Responder preferred).
- Strong leadership, outdoor, and academic skills.
- Demonstrated ability to manage complex logistical, academic and interpersonal tasks.
- Personal, academic, and professional goals that are closely aligned with WRFI's Mission.

### **Intern Responsibilities:**

#### *Course Logistics*

- Assist instructors with logistics, vehicles, food, and equipment. Take primary responsibility for these areas as needed.
- If approved on WRFI insurance, interns may be asked to drive WRFI vehicles (without students on board).
- Assist instructors with risk management and response to any incidents and accidents.

#### *Liaison and Communications*

- Help facilitate consistency between course sections regarding course culture, student expectations, and expedition practices.
- Check in with instructors regularly on group and individual student condition, logistics, and internship goals and needs.
- Complete a course debrief form and do an exit interview with WRFI staff.

#### *Student Mentoring and Teaching*

- Provide a positive role model for student behavior and attitude.
- Complete course readings and participate in classes, discussions, meetings, and other academic activities.
- Assist students with academic assignments.
- Assist students with equipment, supplies, cooking, packing, and general backcountry skills.
- Potential to lead academic discussions and activities, with guidance from course instructors.

### **WRFI Responsibilities to Interns:**

- Before course start, meet to discuss intern goals and responsibilities, detailing course-specific opportunities and duties.
- Provide intern with instruction and other resources needed to complete their responsibilities and achieve personal goals.
- Formal check-ins twice per course section to ensure that intern and instructor needs are being met.
- Meetings between continuing interns and incoming instructors at the start of course sections to discuss goals, roles, and responsibilities.
- Provide a comprehensive intern evaluation, and professional reference letters as requested.

**Compensation:**

- \$125 stipend per week. This stipend is intended to assist the intern with food and travel costs. The stipend is paid at the successful completion of the internship.
- All on-course lodging, on-course transportation, dinner food, and group equipment is provided by WRFI.
- If an intern vehicle is used for shuttles or other logistical needs on-course, WRFI will reimburse mileage at the current institutional rate.

**Leadership Roles on WRFI courses:**

- **Instructors** are responsible for the overall success of the course including risk management, academics, budget, outreach, logistics and facilitation of positive group dynamics. They maintain communications with the WRFI office, and provide support and feedback to Interns and Teaching Assistants.
- **Interns** assist instructors with course logistics and serve as academic mentors as well as liaisons between instructors and students.
- **Teaching Assistants** provide academic expertise useful to course subjects, lead selected classes and discussions, provide academic feedback to individual students, and assist with logistical and group management as needed.

***Wild Rockies Field Institute Internship Application***

Please write a cover letter that addresses these points:

- The most important or memorable learning experience you gained from your WRFI course.
- Experiences you have had since your course that are relevant to this internship.
- Any concerns you have about the internship or your ability to complete it.
- Specific skills and experiences you hope to gain on this internship.
- How this internship aligns with your personal and professional goals.

Attach a recent resume and contact information for two references (not including your WRFI Instructors). In addition to the provided references, WRFI will also contact your course instructor.

***Internship Agreement***

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone / email \_\_\_\_\_

Course name and dates \_\_\_\_\_

Additional details and agreements made between the Intern and the Wild Rockies Field Institute:

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*I understand and agree to the responsibilities and compensations detailed in this document. I certify that all information provided for my Internship Application and other WRFI forms is current and correct.*

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_