



## Tanglewood Nature Center & Museum

443 Coleman Avenue  
Elmira, New York 14903  
Phone: 607-732-6060  
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# Internship Application

Last updated: December 2014

Community Relations Manager: Bridget Sharry (volunteer.tanglewood@gmail.com)

*"To lead and support educational and other efforts in our region to achieve a heightened awareness, understanding, enjoyment, and caring for our natural environment."*

NOTE: All applications for internship programs with Tanglewood Nature Center & Museum are considered regardless of race, color, religion, sex, national origin, age, disability status, sexual orientation, gender identification, marital status, veteran status, military service, ancestry, genetic predispositions, and any other category protected under applicable federal, state, or local law. Tanglewood Nature Center & Museum does not discriminate against any individuals or groups who choose to participate in any programs, services, venues or activities associated with our organization.

Instructions: Please print/type clearly and complete all sections below. If you are unsure of how to complete a particular section, please contact us. If any of the sections below are not applicable, simply enter "N/A." Only applications with all sections completed will be considered for internship programs.

### Section 1: Basic Information

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

home  work  cell

Current Address: \_\_\_\_\_  
Number Street Apt # City State Zip

Date of Birth: \_\_\_\_\_  
Month Day Year

Do you have a valid driver's license?  Yes  No State: \_\_\_\_\_

Do you have access to a reliable vehicle with a valid, current inspection?  Yes  No

NOTE: Answering "No" to either or both of the previous two questions does not disqualify applicants.

How were you referred to Tanglewood?  TNCM Website  Search Engine  Social Media  Other

## Section 2: Academic Enrollment

Current College/University: \_\_\_\_\_ Year: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Major: \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_

Will you be seeking academic credit?  Yes  No Number of Credits: \_\_\_\_\_

Is there a minimum number of hours required for this program?  Yes  No Number of Hours: \_\_\_\_\_

NOTE: All internship programs associated with Tanglewood Nature Center & Museum are unpaid unless otherwise previously discussed and agreed upon by the Tanglewood staff and Board of Directors.

## Section 3: Areas of Interest

Please mark the internship position(s) that most interest you listed below:

Environmental Education

*Candidate should be an undergraduate working towards a degree in environmental science or studies, ecology, biology, education, or another closely related field. Experience or interest in education, and strong oral communication skills preferred. Position involves assisting with conducting summer education workshops and programs, as well as guided tours and hikes.*

Animal Care and Museum Curator

*Candidate should be an undergraduate with experience in handling and caring for mammals, reptiles, amphibians, and/or raptors. A background in environmental science or studies, ecology, biology or another closely related field is preferred. Candidate must be self-directed and highly motivated. This positions has duties including cleaning, maintaining and designing museum exhibit areas, feeding and healthcare for animals, and handling/socializing animals.*

Nonprofit Management

*Candidate should be an undergraduate with an interest in nonprofit management. Candidate must have excellent communication, organizational, and interpersonal skills. Proficiency with Windows, Word, Adobe, html preferred. This position involves assisting our staff with marketing, social media, fundraising and event planning, operating the gift shop and aiding visitors.*

Other: \_\_\_\_\_

## Section 4: Availability

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Please indicate available times below:

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

## Section 5: Other Skills/Certifications

Please list any other skills, certifications, hobbies, or other factors that you have that would be relevant to working with Tanglewood Nature Center & Museum. Please include computer skills in this section as well.

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## Section 6: Applicant Certification

Please read the following carefully before signing your name at the end of this section. If you have any questions regarding the following please direct them to the Volunteer Coordinator.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I am offered an internship position with Tanglewood Nature Center & Museum, any falsified, misleading, and/or omitted statements within this application may yield disciplinary action up to and including immediate suspension and/or termination.

I understand that I may be required to sign agreements regarding confidentiality, business ethics, marketing initiatives, and other relevant conventions in connection with employment and volunteering with Tanglewood Nature Center & Museum.

I understand that by accepting an internship program with Tanglewood that my working status with Tanglewood will follow the current guidelines in operation. This includes but is not limited to grounds for termination, drug/alcohol policies, safety rules and regulations, environmental guidelines, and all other relevant regulations.

I understand that should I be injured, become ill, or otherwise require medical treatment in the course of acting as a volunteer/intern for Tanglewood that I waive any claim against Tanglewood Nature Center & Museum, Tanglewood staff, and Tanglewood's Board of Directors that would be attributed to such circumstances.

This application will be given due consideration, but I understand that its submission does not imply that I will automatically be offered an internship opportunity. I also understand that any internship positions that are offered to an applicant must come directly from the Volunteer Coordinator.

My signature certifies that I have read and agree with the above statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_