



Oahu Army Natural Resources Program **2010 Internship Application Packet**

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******Please read this entire packet carefully!******

INTERNSHIP POSITION DESCRIPTION

The Oahu Army Natural Resource Program (OANRP) has openings for paid internships in 2010. These three month, 40-hour a week internships will provide individuals with the rare opportunity to work in and preserve some of Oahu's most pristine native ecosystems, while learning techniques and skills essential to the field of natural resource conservation in Hawaii. Field work for the internship may include, but is not limited to: invasive weed control; rare plant re-introduction and monitoring; rare bird and invertebrate monitoring; ungulate and rodent monitoring and control; and fence construction. Work may involve hiking up to ten (10) miles per day, camping in remote areas and rugged terrain under inclement weather conditions, for up to four (4) consecutive days. Weed control work may include the use of herbicide. Applicants must be able to work the entire 3-month (12-week) internship period (starting date is flexible), with a work week consisting of four, ten-hour days (7:00 a.m. – 5:30 p.m.), Mondays through Thursdays.

Along with acquiring valuable natural resource management skills and experience, each individual will be compensated for the 12-week internship at a rate of \$12.50 an hour. The OANRP offices are located in Wahiawa, on the Island of Oahu, adjacent to the entrance to Wheeler Army Airfield. Applicants are responsible for providing their own transportation to and from the OANRP offices. Food and lodging is not provided. This internship does not qualify for an international work visa.

Application Deadline: March 11, 2010

Qualification Information:

Qualified Intern applicants will be chosen based on demonstrated interest in protecting the natural environment in Hawaii. No prior experience is necessary, however, the Program is outdoor service-based and will be physically demanding. A positive attitude, an interest in learning, physical ability and desire to work on outdoor projects will also be important.

Successful applicants will be hired as temporary, full-time, RCUH non-civil service employees with the Pacific Cooperative Studies Unit (PCSU) performing project tasks on land managed by the U. S. Army Garrison, Hawaii's Directorate of Public Works (Environmental Office, Natural Resources Section) on the Island of Oahu. Housing, meals, and benefits are *not* provided.

APPLICATION PROCESS

Prior to being considered for this Internship, all interested applicants must submit (via email or fax) all of the following information:

- 1) Completed **OANRP 2010 Internship Application** (below);
- 2) **Resume (no longer than 3 pages)** describing education and related work and/or volunteer experience; and
- 3) **TWO (2) completed reference forms** (reference form can be found at the end of the application, below).
 - Reference forms are to be filled out by *two different references*.
 - It is the applicant's responsibility to provide the reference form to each of their two references.
 - Reference forms must be completed by *and returned* to OANRP by **the reference**, not by the applicant.

Application Submittal: Submit the above information to the OANRP office by March 11, 2010.

Email to:

Candace Russo, candace.r.russo@us.army.mil

Kim Welch, kmwelch@hawaii.edu

Or FAX to:

808-656-7471

Interviews:

Following receipt of all application materials, applicants may be asked to participate in a two-step interview process, before a final selection is made:

1. Participate in an In-Field Interview (spend an 8-hour day in the forest doing field work alongside Natural Resource Field Technicians)
2. Participate in an In-office Interview

Inquiries: Please direct all inquiries to:

Candace Russo candace.r.russo@us.army.mil or Kim Welch kmwelch@hawaii.edu

Both can also be reached by phone at (808) 656-7641.

FOR OFFICE USE ONLY		Name: _____
Call Tracking:	Interview Information:	Date Received: _____
Date: _____	Notes: _____	<input type="checkbox"/> Application Form
_____	_____	<input type="checkbox"/> Resume
_____	_____	<input type="checkbox"/> Reference Form #1
_____	_____	<input type="checkbox"/> Reference Form #2

Oahu Army Natural Resources Program 2010 Internship Application Form

Attention Applicant: You are required to submit a completed application form along with:

1. A resume listing education, work and/or volunteer experience and;
2. **Two** letters of reference (reference form follows application form)

Answers must be typed or printed legibly in blue or black ink; no pencil please. Please answer all questions to the best of your ability in the spaces provided. Please do not attach any information that is not requested. Please EMAIL or FAX this application and reference forms to the Oahu Army Natural Resources Program (OANRP) Office:

EMAIL: kmwelch@hawaii.edu or candace.r.russo@us.army.mil FAX: (808) 656-7471

Instructions for Email Applicants: This document consists of five (5) pages (a 3-page Application Form and a 2-page Reference Form). Emailed applications must use fonts no smaller than a 10-point font. Please use Times New Roman or similar font. Files should be saved as "APP_ApplicantName.doc" (e.g. APP_JohnDoe.doc).

Formal Name: _____ Preferred name: _____
First Last (if different from formal)

Current *Mailing* Address: _____
Street/PO Box City State Zip Code

Current Daytime/ Cell Telephone: _____ Evening/ Home Telephone: _____

Email Address: _____ Sex: F M

Age (must be 18 years or older): _____

College Attended or Currently Enrolled at: _____

Current Class (2008-2009 School year): FR SO JU SR

Date You Plan to Return to School (following internship): _____

Major: _____ Specialty Area: _____

Have you ever volunteered with OANRP before? If yes, when? _____

How did you first hear about our program?

- Volunteer Trip Word of mouth Career Fair
 Flyer Internet Site (which site?) _____
 Other: _____

Short Answers

Please answer the following questions to help us gain a more in-depth perspective of you. Each answer should not exceed 2-3 paragraphs.

1. What are your career goals and how do you see this Oahu Army Natural Resources Program internship helping you to achieve them?

2. What do you believe to be the greatest current threat to Hawaii's native forests?

3. Describe up to three relevant experiences that make you a strong candidate for this outdoor internship? Please include YOUR DUTIES or RESPONSIBILITIES in each experience. (These may include extra-curricular activities, volunteer experiences, work experience, school clubs, etc.)

PLEASE READ BEFORE SIGNING

This program requires that you actively participate in hiking steep, rugged terrain, in the forest, along mountain ridges, and/or in other natural areas potentially in bad weather, with minimal or no facilities (bathrooms, etc.). Program timeframe will take place during week days, from Monday-Thursday (except holidays). Interns must be available 7:00 am to 5:30 pm Monday – Thursday and must provide their own transportation to the OANRP Baseyard, located in Wahiawa, Oahu.

Interns must be able to conduct work under strenuous outdoor conditions (e.g. extreme weather, mosquitoes, very steep terrain). Interns must be able to hike up to ten (10) miles per day, backpack with up to thirty-five (35) pounds of weight, and camp in remote areas and rugged terrain for up to four (4) days at a time. Interns will also be trained to use herbicide in weed control efforts, and may also be transported by helicopter (following a helicopter safety briefing) and working with or around power tools (these may include chainsaws, weed-whackers, or augers).

1. Are there any circumstances, including any mental/physical challenges that would prevent you from completely participating in the program? If so, please explain*.

2. How would you rate your hiking ability in the mountains, on a scale of 1-10 (1 = novice; 10 = expert): _____

3. Who will provide your transportation to and from the meeting site?

4. Will you be able to entirely commit your time to the twelve (12) week internship?

I certify that all of the statements made in this application are true to the best of my knowledge.

Applicant’s Signature (if submitting electronically, typing your name here will act as your signature):

_____ Date: _____

* Note: OANRP internship participants must be able to perform efficiently the physical and mental duties of the position. Qualified applicants with disabilities who can perform the essential functions of the volunteer position are encouraged to apply.

**Army Natural Resources Program
Ph: (808) 656-7641 Fax: (808) 656-7471
kmwelch@hawaii.edu
candace.r.russo@us.army.mil**

Oahu Army Natural Resources Program 2010 Internship Reference Form

APPLICANT:

This 2-page form is to be given to **TWO (2)** people (not related to you) who know you well and who would be able to describe your character (i.e. teacher, coach, youth group leader, employer, etc.). *Each of your two references must return this completed form directly to us.*

REFERENCE:

Please use this 2-page form to describe the qualities and characteristics of the individual applying for the Oahu Army Natural Resource Program Internship. Completed forms can be returned via email or FAX to the OANRP office. Thank you for your input!

<p style="text-align: center;">Oahu Army Natural Resources Program Ph: (808) 656-7641 Fax: (808) 656-7471 Kim Welch, email: kmwelch@hawaii.edu or Candace Russo, email: candace.r.russo@us.army.mil</p>

Name of Applicant: _____ Date: _____

Reference's Name: _____

Position/Title: _____ Organization/Affiliation: _____

Phone/Email: _____

How long have you known the applicant?

In what capacity have you known the applicant?

What words first come to mind when describing the individual who is applying?

Please describe a past occasion in which the individual has stood out:

How well do you feel that the individual is able to function in a diverse group of people?

Please describe the applicant's strengths as well as his/her limitations:

Do you have any reservations in recommending the individual for an internship with the Army Natural Resources Program?

Please use this space for any additional comments you would like to share: