2027 Internship Position Agreement

Position Titles: Bear Educator Intern or Northwoods Ecology Intern
Organization: North American Bear Center (NABC)
Location: 1926 MN-HWY 169, Ely, MN 55731 USA
Reports To: Biologist & Intern Program Director (Macy)
Time Commitment: ~500 hours
Housing: We provide housing at a designated location
Payment: A direct deposit stipend of $1500 for meeting the following requirements:

a. Completion of the program
b. Meeting the time commitment (500 hours)
c. Passing the exit housing inspection

The North American Bear Center Mission Statement: "The mission of the non-profit North American Bear Center is to advance the long-term survival of bears worldwide by replacing misconceptions with scientific facts about bears, their role in ecosystems, and their relations with humans."

Goal of the Internship Program: The goal of the North American Bear Center's internship program is to give pre-professionals a strong background in black bear and small animal biology, ecology, behavior and animal husbandry. This internship program is ideal for undergraduate and graduate students exploring careers in wildlife biology, zoology, environmental sciences, ecology, wildlife management, natural resources, and animal behavior. **These fields of study will be given preference in the selection process.**

College Credit for Internship: We are happy to work with a college advisor so the intern can receive credit for this program, **if requested prior to beginning the internship.**

Expectations for all interns:

1.) Represent the NABC in a positive manner with visitors, vendors, donors, members, and the community.
2.) Uphold the Mission Statement of the North American Bear Center.
3.) Interact effectively with a diverse group of staff, interns, volunteers and visitors.
4.) Follow and adhere to all safety protocols and guidelines.
5.) Arrive to work on time and strictly adhere to the NABC dress code.
6.) Learn and follow all NABC protocols.
7.) Maintain up-to-date knowledge on Ambassador Bears and wild bear behavior and biology.
9.) Maintain up-to-date knowledge on local wildlife and our captive small animals.
10.) Work ~45 hours (sometimes more/less) per week including weekends and holidays.
11.) Continued learning of all information at the NABC.
12.) Good observation, judgment, and problem solving skills.
13.) Be reliable and self-motivated.
14.) Successful completion of NABC training.
15.) Complete our online training course prior to starting the internship.

Primary duties and responsibilities for all interns:

1.) Bear interns: Conduct captive black bear care by: feeding, food preparation, maintaining and executing feeding schedule, documenting diet and behavior, enclosure maintenance, and other caretaker procedures.
2.) Ecology interns: Conduct small animal care by: feeding, documenting diet and behavior, enclosure cleaning and maintenance, handling for and with guests.
3.) Engage our guests in conversation, answer questions, and direct them to information within the NABC.

4.) Lead and assist with programs for our guests in a professional manner by guiding tours, Q&A sessions, online broadcasts, and other activities.
5.) When necessary, assist in maintaining the exhibit hall areas so that they are clean and presentable to guests.
6.) Bear interns: When necessary, assist in small animal care by: feeding, documenting diet and behavior, enclosure cleaning and maintenance, handling for and with guests, and other caretaking procedures.
7.) Ecology interns: When necessary, assist in captive black bear care by: feeding, food preparation, documenting diet and behavior, enclosure maintenance, and other caretaker procedures.
8.) Research and utilize relative Minnesota flora and fauna to enhance your knowledge and heighten your ability to educate others.
9.) Create and present a project that adds value to the NABC by the end of your internship.
10.) Daily opening and closing business procedures.

Required Abilities/Skills:
• Work under supervision
• Stand for long periods
• Lift at least 50 pounds safely
• Navigate efficiently over uneven ground
• Improvise, adapt, and overcome new and unforeseen situations
• Able to get along with people that are different than yourself
• Able to work and live with others
• Strong communication skills
• Able to conduct yourself in a professional and mature manner in the workplace

Required Personal Traits:
• At least 18 years of age
• Fluent in English language
• Willing to work in pairs and teams
• Comfortable working with diverse groups of people
• Pursuing undergraduate degree or recent college/university graduate
• Eagerness and willingness to learn new information

Also Required:
• Valid driver's license
• Social Security Number
• Direct deposit information

Acknowledgement:
I have read the above and understand that it is intended to describe the general content of and requirement for performing this job. I understand that this description does not exclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time to meet the needs of the North American Bear Center.

Printed Name:	
Signature:	Date: