

**2019**

Stillwater Farms Internship  
Program in Wildlife and  
Wetlands Management

2019  
STILLWATER FARMS INTERNSHIP PROGRAM  
IN WILDLIFE AND WETLANDS MANAGEMENT

**Open Positions**

One (1) open position for the summer (May 15 to August 15 of 2019) with the possibility of additional employment extending through October 2019.

**Section I: Purpose of the Internship**

**Background**

Stillwater Farms Inc. (Stillwater Farms) is located in the heart of the Carson Sink, surrounded by the Stillwater National Wildlife Refuge Complex and active farmlands. Over 6,000 acres of moist soil units, ponds and upland areas are managed as waterfowl habitat that benefits ducks, geese, swans, shorebirds, and other wildlife species. The property has been operated as a duck club for nearly 100 years and is known locally as the Canvasback Gun Club.

The Stillwater Farms Internship Program (Program) exposes college-level students to the wildlife and wetlands management profession by providing hands-on training in the Stillwater Marsh. It is intended to provide practical knowledge and related experience to enhance their college studies and possible future career while simultaneously assisting Stillwater Farms in wildlife habitat management activities.

**About the Internship Position**

The internship is a paid full-time seasonal position for college/university students actively pursuing a degree, or those who have recently completed a degree, in wildlife or a closely related field. The position will include housing with internet service. Interns will work under the direct supervision of the Stillwater Farms Ranch Manager. Project work may include collaborative efforts within the Stillwater National Wildlife Refuge.

The position may include an opportunity to participate in waterfowl research occurring within the Lahontan Valley (e.g., duck banding and similar field work).

The position may be eligible for college credits, based on the institution enrolled in. This will be the responsibility of the student to setup prior to the summer semester; however, Stillwater Farms will assist, as needed.

The position will participate in physically strenuous work activities, which may include but are not limited to the following:

- a) Assisting in wildlife food plot and habitat management activities;
- b) Cleaning and maintaining irrigation ditches and water control structures;
- c) Installing new water control structures;
- d) Assisting in wetland restoration activities;
- e) Conducting moist soil management;
- f) Building, setting, repairing and maintaining duck blinds;
- g) Spraying noxious weeds; and

- h) Other manual labor as assigned.

Note: Work often includes working with or near ATV's, power tools, pumps, trucks, heavy equipment and other things mechanical. Interns should be comfortable operating an off-road vehicle on unimproved roads.

## **Section II: Qualifications for Applicants**

Enrolled College Students and Recent Graduates:

- a) Applicants currently enrolled in a college or university, or those who have recently completed a degree program, may apply for the Program.
- b) Applicants must be enrolled as full-time students at a college or university and be actively pursuing a degree in wildlife/wetlands management, biology, ecology or a closely related field and must be at least a sophomore in status, based on credits completed.
- c) Applicants must have a minimum 2.50 GPA. College transcripts must be provided.
- d) Applicants must provide a minimum of two (2) letters of recommendation from instructors or professors from their college or university. A letter of recommendation from a current Stillwater Farms Inc. owner/Canvasback Gun Club member may substitute one of the two required endorsements.
- e) Applicants must have a valid driver's license and if restrictions are applicable, must declare them within their application. Restrictions do not automatically disqualify the applicant. A case-by-case determination will be made concerning the ability of the applicant to perform the essential functions of the job with or without a reasonable job modification.
- f) Applicants must be available for employment during the summer months and be physically able to engage in and complete field work.

## **Section III: Conditions of the Internship**

- a) Interns are under the general supervision of the Stillwater Farms Ranch Manager.
- b) Interns are assigned work related to wildlife and wetlands management.
- c) Interns will participate in physically strenuous work activities.
- d) Interns should be comfortable driving a four-wheel-drive vehicle on unimproved roads. Training in the use of all-terrain vehicles, specific tools and wetlands management is provided.
- e) Interns will have the title of Habitat Intern. Initial compensation will be \$14.00 per hour. Salary payment is twice per month. As interns meet minimum qualification standards, pay increases with each successive year in the program may be applicable.
- f) Housing with internet service will be provided.
- g) While harsh conditions and access may interfere with work schedules, Interns will work an average of forty hours per week; however, overtime may be periodically necessary.
- h) Interns are expected to work throughout the summer, finishing near the autumn semester start date of the college or university to which he or she has registered to attend.
- i) Stillwater Farms may offer to continue an intern's employment during fall or spring semesters for special projects.
- j) Interns will be required to sign a Stillwater Farms Release of Liability Waiver prior to employment.
- k) Employment is at-will and Interns are subject to termination at any time for performance and/or behavior deemed substandard or inappropriate. Such determination to be made by the Stillwater Farms Ranch Manager and/or the Stillwater Farms, Inc./Canvasback Gun Club, Inc. Board of Directors.

#### **Section IV: Application for Internship**

Prospective applicants to the Program must complete the attached application and submit it along with required supporting documentation to:

**Clel Nelson** - [clelnelson@yahoo.com](mailto:clelnelson@yahoo.com), and  
**Josh Vittori** - [vittorijoshua@gmail.com](mailto:vittorijoshua@gmail.com)

**Applications must be received by 5:00p.m. April 15, 2019. Late applications will be rejected.**

#### **Section V: Selection Procedures**

- a) Qualifying applications will be reviewed by the Selection Committee, consisting of the following:
  - Stillwater Farms Ranch Manager, John Carrington;
  - Stillwater Farms Inc./Canvasback Gun Club, Inc. President, Dave Stanley;
  - Board of Directors member Clel Nelson and
  - Member at large Josh Vittori
- b) Applicants will be ranked by their experience, GPA, and the content of their essay submission. Essays will be typed and contain no less than 300 words, nor more than 1,000 words. Essays will be judged on content.
- c) Top ranked applicants will appear before a Selection Committee for a panel interview. The applicant having satisfactory physical capabilities, academic records, experience, as well as a sincere interest in pursuing a career in wildlife/marsh management, wildlife biology or a closely related science will be chosen.
- d) Individuals selected to the Program must notify the selection committee of their acceptance or refusal of the position within (three) business days of receiving notification. Failure to do so will forfeit the position.

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**Applications are due 5:00 pm, April 15, 2019. Late applications will be rejected.**

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do You Have a Current Driver's License?  Yes  No State \_\_\_\_\_ Class \_\_\_\_\_

Name of High School: \_\_\_\_\_ Graduate:  Yes  No

Please list the name and location of the college or university you *are attending or completed your degree at*.

If more than one institution is applicable, list in order of preference.

Institution Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Institution Name: \_\_\_\_\_ City/State: \_\_\_\_\_

What is your declared or completed degree program? \_\_\_\_\_

Can you submit verification of your legal right to work in the United States within 3 days after your employment begins?  Yes  No

**AUTHORIZATION AND CERTIFICATION**

I certify that I have not withheld any information that relates to any question I was asked in this Application, in my "Experience and Applicable Coursework Form" and/or my resume (Application Documents). I understand that, if employed, any omissions or falsified statements contained in my Application Documents or any other document used to secure employment shall be grounds for rejection of this Application or for immediate discharge, regardless of the time elapsed before the discovery. With the exception of an accommodation for a disability, I certify that I, personally, completed this Application, and that the facts and entries contained in this Application are true and complete.

**I also understand and agree that, if employed, my employment will be at-will and that, as an at-will employee, I would be hired for an indefinite period of time. As an at-will employee, I may resign at any time with or without advance notice or cause. Likewise, Stillwater Farms may terminate my employment at any time with or without advance notice or cause and for any or no reason.**

I understand that nothing contained in this Application, or conveyed during any interview which may be granted, or during my employment (if hired) is intended to create an employment relationship for a specific period of time or to alter the at-will nature of any job I may be offered. I also understand and agree that any representations, practices, oral or written agreements, understandings, statements, and promises, express or implied, to the effect that my future employment (if granted) will be anything but at-will are hereby superseded.

I further understand that, except for the Chair of the Board of Directors, no representative of Stillwater Farms has any authority to enter into any agreement for employment for any specified period of time, or to make any arrangements contrary to the foregoing at-will employment, and if the Chair of the Board of Directors enters into any such agreement, this must be done only in writing, signed by both the employee and the Chair of the Board of Directors. No verbal representations will alter the foregoing or my status as an at-will employee. If employed, I agree to comply with all Stillwater Farms policies, including the Drug and Alcohol policy, which may subject me to drug and/or alcohol testing.

I authorize investigation of all statements contained herein and the references, educational institutions and employers listed in my "Experience and Applicable Coursework Form" and/or my resume Stillwater Farms any and all information concerning my previous employment, education records and any pertinent information they may have, personal or otherwise, and release Stillwater Farms and any person or entity that relies on this release from all liability for any damage that may result from utilization of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

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Applicant Signature

Date

***ESSAY CONTENT:*** Please write an essay on the following statement:

*WHY I WANT TO PURSUE A CAREER IN WILDLIFE AND WETLANDS MANAGEMENT*

The essay is to be typed with a minimum of 300 words and maximum of 1,000 words. The essay is judged based on content. **Please attach the essay to the application.**

### ***LETTERS OF RECOMMENDATION***

Applicants must provide a minimum of two (2) letters of recommendation from instructors or professors from their college or university. A letter of recommendation from a current Stillwater Farms Inc. owner/Canvasback Gun Club member may substitute one of the two required endorsements.

We appreciate your interest in an internship with Stillwater Farms, Inc. Stillwater Farms is an equal employment opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, sexual orientation or gender identity or expression, pregnancy, marital/domestic partnership status, national origin, ancestry, citizenship, age (40 or above), creed, medical condition, disability, veteran status, genetic information, or any other consideration made unlawful by applicable federal, state or local laws.

**EXPERIENCE AND APPLICABLE COURSEWORK FORM**

*(Note: A full resume may be submitted in lieu of or in addition to this section)*

<p><b>Paid wildlife or habitat experience</b></p>	
<p><b>Volunteer wildlife or habitat experience</b></p>	
<p><b>Experience operating large equipment (farming, construction, etc.)</b></p>	
<p><b>Wildlife/wetlands/agriculture coursework completed (list individual college courses enrolled in and/or completed)</b></p>	
<p><b>List anything else that may apply</b></p>	

APPLICANT CHECKLIST

Completed applications must have the following items:

- Completed and signed application form
- Experience and applicable coursework form and/or full resume
- Essay
- Two letters of recommendation
- College transcripts