

John D. MacArthur Beach State Park

The Student Internship Experience



John D. MacArthur Beach State Park
10900 Jack Nicklaus Drive
North Palm Beach, FL 33408
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John D. MacArthur Beach State Park The Internship Experience



John D. MacArthur Beach State Park was established to protect a diverse and undisturbed subtropical coastal habitat from development. The Park is named for John D. MacArthur, whose generosity allowed the State of Florida to secure the land. Developed in part with funds donated by the John D. and Catherine T. MacArthur Foundation, the Park opened to the public in 1989.

In addition to protecting our natural heritage, John D. MacArthur Beach State Park is a model public-private partnership. Owned by the State of Florida, the staff and daily needs of the Park are funded by the State. Since its founding in 1990, the Friends organization has enriched and enhanced the Park by soliciting donations, seeking volunteers, raising funds, holding special events and by operating a gift shop.

At MacArthur Beach State Park we offer a professionally supervised experience:

- The internship is a cooperative effort between the student, the university/college, and MacArthur Beach State Park/Friends of MacArthur Beach State Park.
- A Park/Friends staff member is responsible for direct supervision of the student(s).
- The student is provided with the opportunity to apply the knowledge and skills learned during their academic experience, combined with new field experiences and training.

Eligibility Requirements:

1. Good academic standing at an accredited university/college and a minimum cumulative GPA of 2.5
2. Adherence to all pre-internship procedures and policies:
 - o Personal and/or telephone interview with Park/Friends staff member
 - o Submission of required paperwork - Resume - References (3) - Background screening

Objectives for the student:

1. To provide the student the opportunity to integrate theory and practice in his/her professional education; to compare, evaluate, adapt, and adopt what is seen in practice to what has been previously experienced in theory.
2. To provide the student the opportunity to promote and broaden his/her understanding of and skills for their future profession.
3. To provide the student an opportunity to gain experience in leadership, supervisory, and administrative functions within MacArthur Beach State Park.
4. To help the student gain an understanding and appreciation of the role, duties, and responsibilities of full-time professional staff.
5. To develop the student's skills in various program settings and areas; to increase his/her knowledge of the organization and administration of designing, implementing, and evaluating programs and services.
6. To provide the student an opportunity to acquire skills and in-depth knowledge to pursue specific natural science education, outdoor recreation, resource management, and marketing/PR careers.

Pew Family Natural Science Education Center

Experiential Science Education



The New Pew Family Natural Science Education Center:

- The Nature Classroom
- Education Gallery
- Discovery Lab
- Research Library



The Nature Classroom Program provides experiential instruction and activities to educate, excite and involve the students in science.



The Discovery Lab provides Park Specialists, Rangers, Researchers, Interns and Volunteers with a great work and research facility.

Completely new Nature & Welcome Center

Designed to Educate and Excite



Natural History Interpretive Exhibits:

- Sea Turtle Tank - *Houses a resident loggerhead sea turtle*
- Maritime Hammock/Terrestrial Animals Exhibit - *Houses snakes and land crabs*
- Seagrass and Manatee Exhibit - *Boasts an actual manatee skeleton and live seagrass*
- Beach and Dune Dynamics Exhibit - *Learn about our dynamic dunes*
- Under the Sea Reef Room Aquarium and Exhibit - *An "underwater" experience*
- Dolphins Exhibit - *Hear and see our native dolphins*
- Sea Turtles Species Exhibit - *All the species that visit our beach*
- Natural Communities Exhibit - *A look from land to sea*
- Mangrove Aquarium and Exhibit - *A 3-D experience, 1900 gallon aquarium*

Objectives for MacArthur Beach State Park/Friends of MacArthur Beach State Park:

1. The opportunity to assist in the preparation of future professionals.
2. To provide the opportunity to recruit trained professionals and to evaluate prospective staff candidates for later employment.
3. To provide the opportunity for exchange of ideas between professionals and students.
4. To foster close working relationships with universities and colleges.

Agency Responsibilities - MacArthur Beach State Park Will Provide:

1. Exposure to a variety of administrative and hands on experiences such as: natural science education, budgeting, staff supervision, hiring, training, programming, marketing, special events, facility mgmt/operations, the opportunity to attend staff, board, and advisory committee meetings, etc.
2. Supervision by a professional staff person(s) during all aspects of internship training and performance.
3. Orientation to MacArthur Beach State Park and the Friends of MacArthur Beach State Park; basic philosophy, procedures, and mission.
4. Free housing for Student Interns on Park property. (see housing policies page 6)
5. A detailed work plan to follow during the experience.
6. Necessary uniforms and equipment.
7. Hands-on training in your chosen area, ongoing supervision and help.
8. Weekly meetings to answer questions and deal with concerns, and to map experience.
9. Observation of on-the-job performance to provide support, constructive suggestions, and interpretation of your experience.
10. Completion and submission of an evaluation concerning the intern's performance.

Student Internship Programs

All Student Interns, as part of their Area of Concentration Training and Skills will:

- ◆ Learn supervision and training fundamentals; understand working as part of a team
- ◆ Learn budget development and oversight; be introduced to Inventory management
- ◆ Understand the purpose of policies and procedures
- ◆ Track skills, knowledge, and activities in an Internship Log book
- ◆ Develop a *Functional Project* using skills and knowledge gained during Internship

Additional Skills and Training Available:

Student Interns may receive training as nature center interpreters, animal care specialists, and nature walk interpreters, depending on time and interest. Interns may also participate in sea grass surveys, exotic plant removal, sea turtle nest surveys, assisting with turtle walks, habitat restoration and other species surveys or research, Facebook and web site posting.

Environmental Education/Science Education Program Student Internship

Our programs are designed to meet the Florida Next Generation Science Standards for kindergarten through grade twelve. Each program combines nature exploration and age-appropriate hands-on experiences. We offer 10 different programs for public, charter and private schools in Palm Beach County Tuesday through Friday of each week.

Education Student Intern Training will include:

- A tour of MacArthur Beach State Park ecosystems and facilities.
- An understanding of Florida Next Generation Science Education Standards
- An understanding of Education office procedures, scheduling procedures and facility use policies
- An understanding of registration procedures
- Writing of curriculum to meet the Florida Next Generation Science Standards
- Facilitation/instruction of the Natural Science Education Programs
- Working with and training volunteers/ Working with and training teachers

Parks and Recreation Administration Internship

The Florida Park Service is one of the largest in the country with 160 parks spanning 700,000 acres and 100 miles of sandy white beach, attracting over 20 million visitors per year, and the first two-time NRPA Gold Medal Award winner, 1999 and 2005. This Award honors excellence in long-range planning, resource management, and agency recognition. The goal of the Florida Park Service is to help create a sense of place by showing park visitors the best of Florida's diverse natural and cultural sites.

Parks and Recreation Administration Internship will include:

- An understanding of State Park office procedures, scheduling procedures and facility use policies
- An understanding of Park personnel supervision; position descriptions, advertising for personnel, interviews, hiring, and scheduling
- Experience as Park Ranger, including Gate duty, visitor services, interpretation, facility duty, etc.
- A tour of MacArthur Beach State Park ecosystems and facilities.
- Working with and training volunteers
- An understanding of facility maintenance and care
- An understanding of Park Management Plans

Communications Internship

Under the supervision of the Executive Director and the Marketing/Membership Coordinator, the Communications Intern will assist in creating and managing all communications supporting the Friends of MacArthur Beach State Park. The position will help to develop content for the website, digital media, program materials, social media outlets. The intern may also provide support in PR activities and event planning.

Communications Internship will include:

- A tour of MacArthur Beach State Park ecosystems and facilities.
- An understanding of programs and activities offered.
- Includes researching and visiting programs, writing articles, photographing staff/members/activities.
- Designs and develops internal displays for programs and facility.

Student Intern Program Checklist

Intern Name: _____ Internship Dates: _____

1.	Orientation		Week(s)
	A	Meet Staff	1
	B	Park Policies & Procedures, Curriculum/Schedule Overview	1
	C	Park/Facilities Tour	1
	D	Review Responsibilities & Expectations	1
	E	Discussion of Journal/Project Requirements	1
	F	Assignment of Uniforms, Equipment, Materials	1
2.	Attend Meetings		
	A	With Internship Supervisors	Weekly
	B	Park Personnel	Monthly
	C	Friends Committees	As Needed
	D	Friends Board of Directors	Week 4
3.	Instruction and Training in Area of Concentration/Administration		
	A	Review/Discussion of Job Description	1, 2
	B	Functional Project Outline Completed	2 - 3
	C	Instruction in Specific Skills	2 - 14
	D	Design and Development: Curriculum Development, Personnel Scheduling, Program Development, Facility/Park Management, Budget Development, Web site, Dune News, etc. (dependent on area of concentration)	2 - 14
	E	Supervision: Working with Volunteers/Staff	2 - 14
4.	Participation in Programs/Daily Activities (Area of Concentration)		
	A	Observation of Instructor/Staff Duties	2 - 3 as needed
	B	Participate as Instructor/Facilitator/Staff	3 - 14
5.	Participation in Programs/Daily Activities (Outside of Concentration)		
	A	Time to observe and participate in other areas of Program/Park	Flexible
6.	Area Visitations		
	A	Visitation of other programs/facilities such as the Arthur R. Marshall Loxahatchee National Wildlife Refuge, Girl Scout Headquarters and Facilities, Jupiter Lighthouse and Museum, J.W. Corbett Wildlife Management Area and Grassy Waters Preserve (Dependent on Area of Concentration)	4 Visitations, Flexible Schedule
7.	Internship Wrap-Up		
	A	Presentation of Functional Project	14
	B	Evaluation of Internship Experience	14
	C	Return of Materials, Uniforms, Equipment	14

MacArthur Beach State Park/Friends of MacArthur Beach State Park Staff Overview:

Patrick Rash, Assistant Park Manager

Pat has been in the Florida Park Service for 22 years, serves as an Advisor for the *Florida Park Service Leadership Institute*, and was selected to develop curriculum and instruct courses for the *Florida Park Service Maintenance Academy*.

Pat supervises all Park operations, physical, personnel and visitor services, putting his Bachelor of Science in Recreation and Public Administration from the University of Southern Mississippi to good use.

Cheryl Houghtelin, Friends of MacArthur Beach State Park Executive Director

Cheryl has spent over 25 years working for and with nonprofit organizations; during this time she developed expertise in providing strategic direction and day-to-day operational direction in leadership assignments, became skilled in strategic planning processes and plan implementation and other approaches to improve nonprofit organizational effectiveness.

Cheryl's education includes B.S. degrees from Indiana University; Public and Environmental Affairs (SPEA), and Recreation Administration, and a minor in Education. She has additional graduate and professional training in grant writing, communication, training and facilitating, organizational leadership and structure, executive management, strategic planning, marketing, capital development and fund raising, and team building.

Janice Kerber, Friends of MacArthur Beach State Park Director of Education

Janice has over 21 years of experience as an elementary and middle school teacher for the Palm Beach County School Board; the last 9 years as a Science Resource Teacher where she provided hands-on science investigations in a lab situation for kindergarten to fifth grade. Janice also collaborated with the science curriculum team at the School District office developing lesson plans for hands-on science experiences and assessments and provided model lessons for teachers throughout the County.

Janice has a B.A. in education from Florida Atlantic University with specializations in early childhood and science; her passion for the environment led her to certification as a facilitator for Project WILD, an environmental education curriculum program.

Art Carton, Park Services Specialist

Art has served in the Florida Park service for 18 years, at MacArthur Beach since 2004, where he specializes in special events, Nature & Welcome Center administration, and native plants.

Art has a B.A. in psychology from Florida Atlantic University, and a degree in horticulture from Palm Beach State College.

Lu Dodson, Park Services Specialist

Lu has over 13 years of experience as a park ranger and volunteer in state and national parks, including serving as a seasonal Interpretive Ranger on the Blue Ridge Parkway. Her volunteer work at MacArthur has included animal care and feeding, volunteer placement, training and scheduling, special events and instructing the Natural Science Education Program.

Lu has a B.A. in biology from Wake Forest University, Winston-Salem, N.C.



John D. MacArthur Beach State Park
 Florida Department of Environmental Protection, Florida Park Service



Friends of MacArthur Beach State Park, Inc.

STUDENT INTERN PROGRAM APPLICATION FORM

Science/Environmental Education • Parks & Recreation Administration • Communications

Full Name:

Permanent Address:

Present Address:

Telephone No.:

Telephone No.:

e-mail Address:

e-mail Address:

Month & Day of Birth:

Are you 18 or Older?

Driver License #:

In case of emergency, notify:

Name:

Relationship:

Address:

Telephone No.:

Background Information

Have you ever been convicted of a felony or a first degree misdemeanor?	Yes	No
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Have you ever pled Nolo Contendere or plead guilty to a crime which is a felony or a first degree misdemeanor?	Yes	No
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Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor?	Yes	No
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If yes to any of the aforementioned questions, what charges or convictions and where?

Note: A "Yes" answer to these questions will not automatically bar you from volunteering. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered. It is the policy of the Florida Department of Environmental Protection that all current and new volunteers, who are assigned to perform the duties of positions of special trust as designated by the secretary, may be subject to a security background check including fingerprinting as a condition of employment or working for or with the Department.

EDUCATIONAL EXPERIENCE

Current University/College Name:

Major/Minor:

Year:

Freshman

Sophomore

Junior

Senior

Graduate

Degree or Number of Credits Earned:

GPA:

Expected Graduation Date:

Internship Focus (Circle One): - Science/Environmental Education
- Parks & Recreation
- Communications

When do you prefer to perform internship:

Fall of _____ Spring of _____ Summer of _____ Other _____

WORK/VOLUNTEER EXPERIENCE

Most Recent Employer:

Telephone Number:

Supervisor (Name & Title):

Position Title:

City, State:

Start Date:

End Date:

Description of Duties: *(Use an additional sheet if necessary)*

Employer:

Telephone Number:

Supervisor (Name & Title):

Position Title:

City, State:

Start Date:

End Date:

Description of Duties: *(Use an additional sheet if necessary)*

OTHER RELEVANT INFORMATION

Career Plans:

University scholarships or academic distinction:

State your reasons for requesting a Student Internship at MacArthur Beach State Park:

College/University Contact Information:

Advisor Name:

Advisor Telephone:

Advisor Email:

References: Please list up to two persons not related to you, who are familiar with your character and qualifications.

Full name and title	Phone Number	Email Address

Student Signature _____

Date _____

Advisor/University Official Signature _____

Date _____

Send completed application to:

Cheryl Houghtelin, Executive Director
John D. MacArthur Beach State Park
10900 Jack Nicklaus Drive
North Palm Beach, FL 333408

Questions? Call Cheryl 561.776.7449 Ext. 111 Cheryl@macarthurbeach.org

Student Intern Housing Policies:

Housing is a 32 foot, air conditioned mobile home located on Park property. The home has two bedrooms, one bathroom, kitchen/dining area and living room. The home is equipped with two refrigerators, cooking utensils and dishes.

Housing is located on the Lake Worth Lagoon (Intracoastal Waterway) with a dock. Interns will be able to use our staff kayaks to explore our vast waterways and coastal community. Our location is close to grocery stores, restaurants, a Mall and other shopping/entertainment complexes.

Housing will be provided free-of-charge to qualified student interns:

1. Student Interns will work at least 5 days a week, 40 hours a week to be eligible for free housing.
2. An inventory of household items will be done prior to and upon end of Student Intern period. Students will be responsible for replacement of items lost or damaged other than normal wear.
3. Student Interns will need to supply sheets, towels, cleaning supplies and other personal supplies.
4. Alcohol is not permitted for Student Interns under the age of 21; no illegal drugs of any kind are permitted.
5. Overnight guests are not permitted.
6. Student Intern Housing will be subject to inspections, without prior notice, by Park or Friends staff.
7. Failure to follow Housing Policies may result in the Student Intern losing housing privileges and/or losing their Internship.