

# John D. MacArthur Beach State Park

## *Undergraduate Student Internship Experience*



**John D. MacArthur Beach State Park**  
10900 Jack Nicklaus Drive  
North Palm Beach, FL 33408  
561-776-7449  
[www.macarthurbeach.org](http://www.macarthurbeach.org)





## John D. MacArthur Beach State Park The Undergraduate 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 students).
- 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.

### **Internships:**

- Fall—18 weeks
- Spring—18 weeks
- Summer—12 weeks

### **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*



### 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.

## 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 management/operations, the opportunity to attend staff, board, and advisory committee meetings, etc.
2. Supervision by a professional staff member 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 11)
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.

### **ALL STUDENT INTERNS WILL:**

- ◆ 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 docents, 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 Program Student Internship (school year)**

Our programs are designed to meet the Florida Next Generation Science Standards for first through twelfth grade. Each program combines nature exploration and age-appropriate hands-on experiences. We offer 14 different programs for public, charter and private schools in Palm Beach County.

#### **Education Student Intern Training will include:**

- . An understanding of Florida Next Generation Sunshine State and B.E.S.T. Education Standards
- . An understanding of Education office procedures, scheduling procedures and facility use policies
- . Writing of curriculum to meet the Florida Next Generation Sunshine State Standards
- . Facilitation/instruction of the Environmental Education Programs
- . Working with and training volunteers/ Working with and training teachers

### **Environmental Education Summer Camp Internship (summer)**

Interns will be given leadership roles in facilitating our Environmental Education Summer Camp, which is focused around Environmental Science and Marine Biology concepts. Activities include: exploring the organisms of coastal ecosystems by participating in scientific investigations such as fish counts on the Rock Reef, seagrass surveys, and biodiversity studies in the estuary. Campers hike, kayak, and Skype with Scientists. The goal is for campers to walk away a clear understanding of good stewardship and how to take care of our environment.

#### **Environmental Education Summer Camp Intern Training will include:**

- . Lifeguard/Department of Environmental Protection snorkel certification
- . Best practices of working with children ages 6-17
- . An understanding of coastal ecosystems
- . Leading teambuilding activities
- . Opportunities to work with Sea Turtle Talk & Walk and Sea Turtle Survey programs
- . Opportunities to work with State Park Rangers

### **Parks and Recreation Administration Internship (school year and summer)**

The Florida Park Service is one of the largest in the country with 174 parks spanning 700,000 acres and 100 miles of sandy white beach, attracting over 20 million visitors per year, and the only three-time NRPA Gold Medal Award winner, 1999, 2005 and 2013. This Award honors excellence in long-range planning, resource management, and agency recognition. .

#### **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.
- . Working with and training volunteers
- . An understanding of facility maintenance and care
- . An understanding of Park Management Plans

### **Communications Internship (school year and summer)**

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

#### **Communications Internship will include:**

- . An understanding of programs and activities offered.
- . Includes researching and visiting programs, writing articles, photographing staff/members/ activities.
- . Design and develop internal displays for programs and facility.

# Student Intern Program Checklist

Intern Name: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

| 1. | <b>Orientation</b>   |   | <b>Week(s)</b>                         |
|----|--|---|--|
|    | 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. | <b>Attend Meetings</b>   |   |  |
|    | A  | With Internship Supervisors   | Weekly                                 |
|    | B  | Park Personnel  | Monthly                                |
|    | C  | Friends Committees  | As Needed                              |
|    | D  | Friends Board of Directors  | Week 4                                 |
| 3. | <b>Instruction and Training in Area of Concentration/Administration</b>      |   |  |
|    | 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. | <b>Participation in Programs/Daily Activities (Area of Concentration)</b>    |   |  |
|    | A  | Observation of Instructor/Staff Duties  | 2 - 3<br>as needed                     |
|    | B  | Participate as Instructor/Facilitator/Staff   | 3 - 14                                 |
| 5. | <b>Participation in Programs/Daily Activities (Outside of Concentration)</b> |   |  |
|    | A  | Time to observe and participate in other areas of Program/Park  | Flexible                               |
| 6. | <b>Area Visitations</b>  |   |  |
|    | 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,<br>Flexible<br>Schedule |
| 7. | <b>Internship Wrap-Up</b>  |   |  |
|    | 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:**

### **Veronica Frehm, Friends of MacArthur Beach State Park Executive Director**

Veronica, raised in West Palm Beach, FL, has worked in the environmental education and non-profit field for over a decade. She has educated tens of thousands of students in North Carolina, Alabama, Tennessee, and Palm Beach County. Veronica holds a Masters of Environmental Education degree and specializes in staff development, grant writing, and curriculum development in the non-formal education setting. Veronica serves as the Executive Director of Friends of MacArthur Beach State Park.

### **Erin Cover, Friends of MacArthur Beach State Park Director of Education**

Erin was born and raised in Michigan but her love for marine sciences brought her to Florida. She has a variety of experience in the Environmental Education Field and worked at MBSP for a year as a Naturalist Intern before taking over as Director of Education.

Erin has a Masters of Professional Science in Marine Conservation from the University of Miami Rosenstiel School of Marine and Atmospheric Science and a B.A. in Environmental Studies from Rollins College.

### **Alaina Bell, Park Services Specialist**

Alaina is from Michigan but came to Florida for college where she earned a B.S. in Marine Biology from Palm Beach Atlantic University. Alaina started off at MBSP as a Naturalist Intern and worked her way up to Park Services Specialist!

### **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.

### **Intern Dress Code:**

- Clothing must fit correctly, not too tight or too loose.
- Closed-toe and closed-heel shoes
- Uniform shirt provided by Park
- Black shorts (mid thigh length)
- No visible piercings, except for stud earrings for female staff, and no visible tattoos

If attire deemed unacceptable is worn, the supervisor will hold a private discussion with the intern and ask the intern to go home and change his/her attire immediately.

Repeated policy violations will result in disciplinary action, up to and including termination.



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



**Friends of MacArthur Beach State Park, Inc.**

**UNDERGRADUATE STUDENT INTERN PROGRAM  
 APPLICATION FORM**

**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? | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|

|  |            |           |
|--|------------|-----------|
| Have you ever pled Nolo Contendere or plead guilty to a crime which is a felony or a first degree misdemeanor? | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|

|   |            |           |
|---|------------|-----------|
| Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor? | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|

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
- Summer Science Camp
- 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. • YOU MUST INCLUDE BOTH PHONE NUMBER AND EMAIL ADDRESS •**

| Full name and title | Phone Number | Email Address |
|---------------------|--------------|---------------|
|                     |              |               |
|                     |              |               |
|                     |              |               |

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Advisor/University Official Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Send completed application to:**

Erin Cover, Director of Education  
John D. MacArthur Beach State Park  
10900 Jack Nicklaus Drive  
North Palm Beach, FL 333408

Questions? Call Erin 561.776.7449 Ext. 104 or email [erin@macarthurbeach.org](mailto:erin@macarthurbeach.org)

### **Student Intern Housing Policies:**

Housing is a 32 foot, air conditioned RV/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 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. **Resident Interns MUST provide their own transportation.**

In case of inclement weather, i.e. hurricanes, housing will not be provided. Interns must find shelter on their own accord.

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. Smoking is not permitted in Intern Housing or in any Park building/pavilion/porch area. Limited smoking areas are located in the central part of the Park.
5. Overnight and/or late night guests are not permitted. Guests must be off property by 11:00PM.
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.