



WCCC/CYCA BLM Youth Initiative Intern Program

Traditional Intern

Internship Title:	Public Room Intern		
Internship Location:	BLM Colorado State Office		
Street Address:	2850 Youngfield Street		
City, State, Zip:	Lakewood, Colorado 80215		
WCCC Contact:	Tiffany Weimer (tweimer@mesapartners.org)		
Position Description/ Activities to be Performed:	<p>The successful youth applicant will assist the Records Administrator and Records Manager while serving in the COSO Public Room. This requires assisting the public with selling National Park passes, mining claims, permits and payments, answering public inquires via telephone on recreational activities, maps, and dockets. Aids in helping grow partnerships for the Public Room.</p> <p>Office duties will largely consist of answering phones, assisting customers, filing, some limited data entry, report writing and aiding in other various tasks.</p> <p>Expected project outcomes include the youth applicant learning multiple BLM programs and federal processes, policies, and laws, along with assisting and further growing the Public Rooms programs and impact for the benefit of the public.</p>		
Minimum Qualifications:	Applicants must meet the following criteria: Pass a DOI security background check. The Public Land Corps Hiring Authority requires that candidates MUST be between the ages of 16 and 30 at the start of their internship.		
Physical Requirements:	This project is performed primarily in an office setting. There are file boxes that often must be lifted (must be able to lift up to 25 lbs.).		
Position Duration (#hours):	40 hours per week x 52 weeks. Anticipated start date is October 2022. Anticipated end date is October 2023.		
Hourly Wage	\$18.00/hour	Career Track: (college or technical) College	N/A
Travel Needed? (Yes or No) No GSA Travel Info & Rates: http://www.gsa.gov/v/portal/category/26429	Anticipated Lodging Expense: N/A	Anticipated Number of Trips and Days: N/A	Anticipated POV Mileage Reimbursement: Number of Miles X POV Mileage Rate = N/A