



College Internship Application

Thank you for your interest in the college internship program at Alley Pond Environmental Center. College interns are current undergraduate and graduate students who are looking for opportunities to gain experience in non-formal education, non-profit organizations, and/or animal care. We take college interns on a case-by-case basis throughout the year, but we require a minimum 30-hour time commitment. Internships at APEC are unpaid at this time. Prospective interns will be contacted to schedule an interview. Please note that being contacted for an interview does not guarantee a spot as an intern.

Name (please print) _____

Address _____ City _____ Zip _____

Telephone (cell) _____ (home) _____

Email _____ Age _____ Gender _____

School _____

Major _____ Year/Level _____

Does fulfill a course requirement? (Circle one) YES NO

IF YES: Do you need to complete a final project/paper as part of your course? (Circle one) YES NO

Which term do you prefer to intern? SPRING SUMMER FALL WINTER

APEC takes interns for the following positions. Please rank, in order of preference, which position(s) most interest you:

Curriculum research _____ Early childhood education assistance _____ Grant research _____

Social media _____ Graphic design _____ Data entry/clerical _____

Summer camp assistance _____ Maintenance work experience _____ Animal care _____

PLEASE NOTE that APEC is not a research facility. While we try to accommodate all interns, we have limited space and resources for science-based research projects.

Why would you like to intern at APEC? _____

How did you hear about our internship program? _____

Do you have any disabilities that would involve special placement? If so, please describe: _____

We would like to know anything that would be helpful to APEC; it could be about your educational background, employment, other volunteer activities, hobbies and personal interests. Please share any information you feel would be applicable to your service at APEC.

Skills, hobbies, interests _____

Previous volunteer experience _____

Relevant job experience _____



Your application must include a current copy of your resume and a 500-word statement of purpose, which should include your internship requirements and goals, the type of work you hope to do as an intern, and what you would like to get out of the internship both academically and personally. Your application will not be considered if any component is missing or incomplete.

I understand that the services rendered or to be rendered at APEC are completely voluntary. I understand that I am not compensated for any services given. I further relieve APEC from any liability or responsibility for any personal injury I might sustain while in pursuit of any labor or activity at APEC. Additionally, I understand that if I do not fulfill my responsibilities I can be terminated with one week's notice.

Signature _____ Date _____

Parent/guardian Signature (if under 18) _____

For questions or further info:
Email: kwilding@alleypond.com
Phone: (718) 229-4000 ext. 202

Please return completed application to:
Alley Pond Environmental Center
Attn: Volunteer Coordinator
228-06 Northern Blvd., Douglaston, NY 11362
Phone (718)229-4000 Fax (718)229-0376