KENTUCKY STATE PARKS INTERNSHIP PROGRAM

The Kentucky Department of Parks (DOP) is actively seeking students enrolled full-time at an accredited Kentucky post-secondary school or educational institution (approved by the Kentucky Personnel Cabinet) for our internship program. We are recruiting students majoring in Recreation, History or any area of Tourism/Hospitality Management. Examples of available roles include recreation leaders, front desk clerks, and food services workers, just to name a few.

Interested students should submit an Internship Interest Form to Tanya Bradshaw by email, mail or fax. **Email:** Tanya.Bradshaw@ky.gov, **Mailing Address:** Kentucky Department of Parks, Attn: Tanya Bradshaw, 500 Mero Street, 11th Floor, Frankfort, KY 40601, **Fax:** (502)564-0853. Interest forms can be downloaded at [http://parks.ky.gov/internships/default.aspx](http://parks.ky.gov/internships/default.aspx). Once an interest form is received, we will work with park managers to identify a position that is suitable based on the information provided by the student. In the event the department has available opportunities, the next step in the process is to gain final approval by the Kentucky Personnel Cabinet.

For more information on the Personnel Cabinet’s eligibility requirements please access the following link: [http://personnel.ky.gov/employment/coop/coophe.htm](http://personnel.ky.gov/employment/coop/coophe.htm). Students will need to complete the required state application through the Personnel Cabinet’s website. See the attached Intern Application Process Guide for instructions on how to submit the state application.

Candidates will also be required to complete an Academic Credit Agreement Form and submit an unofficial copy of their transcripts to the Co-op/Intern Program Coordinator, Rebekah Singleton for approval; her contact information can also be found on the site referenced in the above link.

If a student is selected to participate in the Internship Program, he or she will be notified as soon as possible to confirm their start date, their position title, and their park assignment. There will be unpaid intern positions that may come with housing and a few paid intern positions with a beginning hourly wage of $8.845.

Please contact Tanya at 502.564.2172 if you have any questions or need further information. We appreciate your help and cooperation. Thank you in advance for your time and attention.
Application Process Guide for Submitting a State Application for Kentucky State Parks Internship Positions

1. To begin the application process click on, copy and paste, or type the link below in your web browser’s address bar:

2. Create your account on the “Welcome” page by accessing the link that reads “click here to create a new account” located in the gray shaded box.

3. Next click “Search Openings.” Scroll to the bottom of the page to “Vacancy Keyword Categories” to select “Co-op/Intern Program” and click “Search.” Click on the “Auto req ID” link. This is the job posting to apply for internships. Complete the “Submit resume/CV,” “Resume/CV profile information,” and “Application” sections. For work type select interim.

4. Once you have completed all sections and saved the information, you can choose to print your application which will be sent to you via email in pdf form. Or you can choose “Submit” which completes the process and returns you back to the main screen. At this point your application will be stored electronically so that we may request a copy for review.

5. Please note: After you submit your application, someone from the Personnel Cabinet will contact you requesting the Academic Credit Agreement Form and a copy of your unofficial transcript.

   Please remember to send an interest form to Tanya Bradshaw at Tanya.Bradshaw@ky.gov and notify her once you have submitted your application as well as the other required documentation.