



ASI High School Internship Application Packet

About the Alaska Songbird Institute: ASI is a nonprofit organization based at the Creamer's Field Migratory Waterfowl Refuge in Fairbanks, Alaska. Our mission is to conserve Alaska's boreal birds through ecological education & research. Visit alaskabird.org for more information.

Position Description: ASI's high school internships are a unique volunteer opportunity for high school students interested in ecology, wildlife research, and conservation. Interns have the opportunity to learn research techniques monitoring, bird banding and data recording and management as they work alongside ASI biologists. track the timing and success of approximately 70 nesting pairs of Tree Swallows at Creamer's Field and on the UAF campus. Training is provided in: nest monitoring, safe bird capture and handling techniques, and data recording and organization. Interns that excel at their work will have the opportunity to be trained in bird banding and measurements on adult and nestling birds. Interns also assist with mentoring kids ages 10-14 in ASI's youth program. This internship includes A LOT of time outside in all kinds of weather and significant insect activity (tons of bugs!) This internship will also include several art related classes, and one final presentation.

Timing & Schedule: 2026 internship dates are April 16 -July 18. There will be two intern orientation sessions during April, followed by the start of the field season in early May. Morning shifts are at Creamer's Field and afternoon shifts are at UAF. Shifts are generally between 9 am and 4 pm and are 2-4 hours each, depending on what we need to do that day. Summer is a busy time and it is okay to schedule volunteer hours around trips and other obligations. However, interns must average at least 8.5 hours per week (minimum of 85 field hours/season). Our schedule is flexible and variable. It is determined by weather and when nests hatch. There are days when we will work together as a team and days when interns can work independently. For the first couple of weeks we check nests three days a week (Mon, Wed, Fri) to record egg laying and incubation. Once nests begin to hatch in early June, we are out every day, including weekend days during peak bird banding (approximately June 12-30). **Interns must be available during this busy time or it will not be possible to complete the total hours.** After we finish banding all adults and nestlings, things slow down again for the last week of June and into July when we begin watching the nests for fledging and entering our data.

There will be additional required orientation sessions, classes, and a final presentation. These dates will be solidified soon, and will be available during the interview process.

Interns are responsible for providing accurate availability for their shifts, attending all shifts they are scheduled for, and recording all their volunteer hours on a time sheet. Interns who successfully complete their internship, including a minimum of 85 field hours, and who attend all required dates, will earn a \$500 stipend. Most of this time is spent in the field, however, some hours will be logged with data entry. Some work may occur on weekends, early mornings, and evenings, and all students are required to share in the late season tasks occurring during the first two weeks of July, even if they have met their hour requirement.

General Responsibilities: Specific duties include: monitoring nest boxes (including keeping accurate records of the dates eggs are laid and hatch, and when grown chicks first leave the nest); capturing adult birds (which is harder than it sounds!); transporting nestlings to/from nests; keeping weather records; entering and proofing data in an online database; and mentoring younger students. Those who excel in their work and show a keen interest wildlife research are trained to measure and band adults and/or nestlings. Interns are also responsible for working together to produce outreach such as social media posts, videos, and presentations on their work.

Qualifications

- 14-18 years old on May 1st (Entering 9th-12th grade in the coming school year)
- sincere interest in wildlife, scientific interest, and conservation
- have a strong work ethic, attention to detail, and positive attitude
- able to communicate clearly about their schedule and reliably show up on time when scheduled
- in good physical condition and able to access the nest boxes at Creamer's Field and the UAF campus. We strive to make our programs accessible to everyone. Please contact us to discuss options.
- able to work independently and as part of a team that includes multiple age groups

To apply: Submit an application packet and two reference letters to Shelby Morgan, Alaska Songbird Institute, P.O. Box 80235, Fairbanks, AK 99708, or [email: programs@aksongbird.org](mailto:programs@aksongbird.org). Provide your references with information about this program and ask them to describe how you would be a good fit for this internship. Applications must be received by midnight on **Sunday, March 29th**. Applications will be considered on a **rolling basis**.

ASI HIGH SCHOOL FIELD INTERNSHIP APPLICATION 2026

PERSONAL INFORMATION

Name		Age
Parent(s)/Guardian(s)		
Date of birth	Grade	School
Current address		
Phone	Email	

INTERESTS & SKILLS (USE THE BACK OR ADDITIONAL PAGES IF NECESSARY) **these responses should be full sentences each.**

What are your interests? These could be extra-curricular activities, hobbies, classes or jobs you have loved (volunteering counts too!), or other ways that you like to spend your time.

Why are you interested in ASI's high school internship program? If you are a returning intern, describe what you hope to learn by participating in the program again.

What are your strengths that will make you a great intern and part of our team? What are some things you are working on?

SIGNATURES

Student	Date
Parent/Guardian	Date



Alaska Songbird Institute Waiver of Liability & Photo Release

Child's Name: _____ Date: _____

will be volunteering with the Alaska Songbird Institute. I understand that while working in the field they may encounter a variety of risks. I have been made aware of what these risks might be and have received information on how to minimize any risk. I fully understand and agree to the following:

1. I am aware of the inherent dangers involved and I freely and knowingly assume all risks to my child and their property. Inherent dangers are likely to include but are not limited to: difficult footing and uneven terrain; exposure to hot, cold, and/or wet weather; possible exposure to moose, bears, and other wildlife; exposure to sun, insects, and other environmental hazards; and the possibility of being scratched or pecked by a bird.

2. I will ensure my child is aware of the inherent dangers involved and is prepared for work in the field each day with appropriate clothing, footwear, sunscreen, insect repellent, snacks, water, hand sanitizer, bike helmet when applicable, and all other supplies.

3. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. At times federal, state, and local governments and health agencies have recommended vaccination, social distancing, wearing masks, frequent hand washing, and sanitation and have prohibited the congregation of large groups of people. The Alaska Songbird Institute has put in place preventative measures to reduce the possible spread of COVID-19. These safety protocols include but are not limited to: working in small groups (<15), holding all activities outside, encouraging frequent hand sanitation, and cleaning and sanitizing shared project equipment each day. I fully understand that ASI cannot guarantee that we will not become infected with COVID-19.

4. By signing this agreement, I acknowledge that I am aware of the inherent dangers involved and I freely and knowingly assume all risks to my child and their property. We voluntarily assume the risk of working on public lands and volunteering for the Alaska Songbird Institute, including but not limited to, that we may be exposed to or infected by COVID-19. I agree to hold harmless and indemnify ASI and its officers and employees, from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of my choice to allow my child to volunteer.

Name of Parent/Guardian (print) _____

Signature _____ Date _____

I hereby give permission for the Alaska Songbird Institute to use my child's portrait, photograph, artwork or images to promote the organization, its programs, and achievements. Such use includes but is not limited to using images in public presentations, publications (print or electronic), grant applications, brochures, displays, reports, and on web pages and social media.

Name of Parent/Guardian (print) _____

Signature _____ Date _____



ASI Youth Volunteer Health Information & Emergency Contact Form

Student Name _____

Address _____

Parent/Guardian (to be the first point of contact in case of an emergency)

Parent/Guardian Name _____

Preferred Phone _____ Alternate Phone _____

Emergency Contact (to be contacted if a first point of contact cannot be reached):

Name _____ Relationship to Student _____

Preferred Phone _____ Alternate Phone _____

Address _____

Physician Name: _____ Phone: _____

Allergic Reaction to: Penicillin _____ Bee Stings _____

Food _____

Other allergies _____

Is your child currently taking any medication? (name and explain) _____

Does your child require any special (emergency) medication? (name and explain) _____

If your child has any physical, social, or emotional needs that require special attention, or if there are other considerations for your child's well-being that are not otherwise covered on this form, please share them with us here.

**** Medications, even things like aspirin, BENADRYL, & TYLENOL, *can not* be given out by ASI staff. If you feel your child may need such items, please send it with them and ensure they are prepared to self-administer the medication.**

Parent/Guardian Signature

Date