

**Moody Gardens®
Attractions Guest Services Internship Application**

Thank you for your interest in the Moody Gardens Attractions Guest Services Internship Program. Please note that this is an unpaid internship and housing/food/travel stipends are not provided. Interns must commit to a regular schedule (16-20 hours per week in the fall and spring) (20-40 hours per week in the summer) for a short-term period of at least 3 months.

Application Schedule:

Spring Internship: January-March
 Applications accepted until December 1st.

 Start by January 15th

Summer Internship: June-August
 Applications accepted until May 1st.

 Start by June 1st

Fall Internship: September-November
 Applications accepted until August 1st

 Start by September 15th

As the internship is unpaid, Moody Gardens® does not provide any medical coverage for on or off the job injuries or incidents.

Molly Willems
Volunteer Coordinator

volunteers@moodygardens.org

409-683-4108

Tim Raeke
Guest Services Manager

traeke@moodygardens.org

409-683-4602



**Moody Gardens®
Internship Application Information**

To apply for an internship within the Attractions Guest Services Internship Program at Moody Gardens® you must:

1. Be currently enrolled as a sophomore or higher in an accredited college or university.
2. Be receiving course credit for the internship.
3. Must have a minimum 2.0 GPA at the time of internship.
4. Submit an application.
5. Submit a resume.
6. Submit answers to the application questions.
7. Undergo a phone or on site interview based off of current geographic location.
8. Commit 35-40 hours a week for 10 weeks during the summer internship.
9. Must be able to pass a background check.
10. Meet expectations as outlined under ‘Internship Expectations’.

Please mail or e-mail completed application materials to:

Molly Willems
Moody Gardens-Volunteer Coordinator
One Hope Boulevard
Galveston, TX 77554

 volunteers@moodygardens.org

Please note: Incomplete application packets will not be considered.

**Moody Gardens®
Attractions Guest Services Internship**

**Goal of Internship:**

The goal of the Moody Gardens Internship experience is to support the Guest Services departments and provide pre-professional, experimental learning opportunities for individuals who dedicate their time to working towards Moody Gardens’ mission: *a public, non-profit educational destination, utilizing nature in the advancement of rehabilitation, conservation, recreation, and research.*

**Intern Benefits:**

* Through shadowing and daily interaction with the staff of the various departments under the Attractions Guest Services umbrella, the intern will gain insight and valuable hands-on experience within the given field.
* Moody Gardens Annual Pass (valid for one year) issued after the completion of internship.

**Intern Expectations/ Responsibilities:**

* Punctuality is important. Must be on-time!
* Agree to work a 35-40 hour weekly schedule for 10 weeks during the semester.
* Set schedule prior to starting the internship that is acceptable to both parties. Shifts run either from 9:30 am to 5:30 pm or 11:30 am to 7:30 pm. Guest Services daily operating schedule is from 9:30 am – 7:30 pm. Part-time staff options are two shifts: 9:30 am – 3:00 pm and 2:30 pm – 8:00 pm.
* Capability of lifting a minimum of 50 pounds, bending, reaching, etc..
* Note – No animal contact.
* Daily interactions with Moody Gardens® guests.
* Be knowledgeable and prepared to answer questions from the public about Moody Gardens, its History and available attractions, in addition to our onsite amenities and facilities.
* Must pass an oral mid-term exam.
* Must attend five one-hour long continuing education class sessions.
* Must complete a Daily Journal/Log of experience each day of your internship for periodic review.
* Must submit a project summarizing what was learned throughout your internship experience in the various Guest Services interaction opportunities at the Moody Gardens’ attractions and discuss the wide range of how guests act and/or react in conjunction with those interactions. In addition, prepare a report outlining your evaluation (both positive and negative) of each of the various departments.
* Must complete a proctored written final exam.
* Be prepared to work in all weather conditions.

**Intern Dress:**

* An Intern uniform shirt and nametag will be provided.
* Intern is responsible for providing- wear khaki/black pants or shorts (no shorter than 1 inch above the knee. no capris or cargos allowed), black or brown belt must be worn. comfortable brown, black or white close toed shoes.
* All clothing must be presentable with no holes or rips.

**Moody Gardens®
Attractions Guest Services Internship Application**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University Attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Field of study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address & Primary Phone of Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any previous intern experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you learn about the internship program?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Courses and experience applicable to this internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever interned, volunteered or worked for Moody Gardens® before?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, when?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which internship semester are you applying for: Fall Spring Summer

Dates available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any special requirements your school may have: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contact information**

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **PLEASE READ THIS STATEMENT CAREFULLY!**

I hereby affirm that the information given by me on this application is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal from the Intern Program. I authorize a thorough investigation to be made concerning my character; general reputation, employment and education background and criminal record whichever may be applicable. I understand what this investigation may include and I hereby authorize the release of documents, and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted.

Internship Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Molly Willems
Volunteer Coordinator (800)582-4673 ext. 4108 Moody Gardens (409) 683-4108
One Hope Boulevard fax (409) 683-4929 Galveston, TX 77554 volunteers@moodygardens.org

**For office use only**:
Date Received: \_\_\_\_\_\_\_\_\_\_\_
Interview date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Orientation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Uniform and nametag\_\_\_\_\_\_\_\_\_\_\_



**Moody Gardens®
Attractions Guest Services Internship Short Essay Questions**

1. Briefly describe your long and short-term goals and where you see yourself 5 years from now.
2. Discuss a special attribute or accomplishment that sets you apart.