Adaptive Arts & Horticulture

**Participant Horticulture Internship**

Position Description

**Eagle Mount's Mission**

Eagle Mount Bozeman is a non-profit committed to provide quality adaptive recreation and sport opportunities for people with disabilities and young people impacted by cancer, and to provide support for families of participants, so that "they shall mount up with wings as eagles."

**Horticulture Internship Overview**

The Horticulture Internship is a vocational opportunity for participants interested in working in a horticulture-related field. Built around skills employers look for, interns will be prepared for an entry-level job in their chosen field. Interns will develop:

- Horticulture skills: Nursery work, flower and vegetable farming, and therapeutic horticulture
- Leadership skills: Group facilitation, teamwork, and taking initiative
- Job skills: Clocking in and out, wearing proper attire, and communicating with a supervisor

Each intern will also work with staff to choose an internship project suited to their unique interests and abilities, such as a presentation, landscape design rendering, or lesson plan.

This internship will be offered in 2027. Start date, length of internship, and hours per week are flexible and will be discussed during the application process. This position is supervised by the Arts & Horticulture Program Director.

**Intern Responsibilities**

- Adheres to all Eagle Mount policies and procedures; Represents Eagle Mount in a professional manner
- Respects Eagle Mount's and our partners' tools, equipment, and facilities
- Attends required meetings and trainings
- Acts as a peer leader: Facilitates program activities, assists participants as needed with activities
- Assists with plant care in program garden and greenhouses, including watering, weeding, planting, harvesting, and processing produce
- Attends professional development experiences, as organized by staff, such as coffee meetings with experts or shadow days at partner businesses
- Completes skills checklist and project by end of internship

**Minimum Qualifications**

- Enthusiasm for Eagle Mount's mission and desire to work in a horticulture-related field
- Participation in an Eagle Mount Horticulture Program within the last year
- Reliable personal transportation/ability to arrive at Eagle Mount at required times
- Cleared background check (if age 18 or older)
- Completion of Safesport online training (will be provided by Eagle Mount)

**Application Process**

1. Submit a resume and cover letter by 11:59p on December 31, 2026. Email documents to the Program Director, Finn Connors, at fconnors@eaglemount.org.
    a. Don't worry if you've never written a resume or cover letter before – this is a great time to practice! See attached templates for guidance if you need somewhere to start.
2. After reviewing all applications, staff will reach out to schedule an interview.
3. If selected, staff will schedule a meeting with you to discuss internship goals, logistics, and start date.

Adaptive Arts & Horticulture

**Participant Horticulture Internship**

Cover Letter Template

[Date]

[Greeting]

- "Dear" or "Hello" and the supervisor's name. *(Hint: for this position, that's Finn!)*

[Paragraph 1: Why]

- State the position for which you are applying. *(Hint: it's the Horticulture Internship)*
- Share why you are interested in the position.
- Bonus: If you have one in mind, share which area of horticulture interests you most.

[Paragraph 2: Skills]

- Share the skills you already have that are relevant to the position. Aim for 2-3 skills.
- Tip: A short example or two to illustrate your experience can be more powerful than simply listing your skills.

[Paragraph 3: Goals]

- Explain your goals for the internship and how it fits into your overall career goals.
- Share the skills you'd like to develop and topics you'd like to learn about.
- Bonus: If you already have something in mind, share an idea for your internship project. *(No pressure here – it's okay for your project to change!)*

[Closing]

- In one or two sentences, thank the reader for their time and express your enthusiasm for the chance to talk more.
- Sign off with "Sincerely," or "Thank you," and your name.

Tips:

- It's okay to ask for help! It is just fine to get assistance with writing your letter. However, remember that your cover letter is your chance to show off who you are. Use your unique voice!
- Keep your cover letter concise: maximum 1 page.
- Ask a family member or mentor to read over your letter before submitting.

Adaptive Arts & Horticulture

**Participant Horticulture Internship**

Resume Template

[Your name]

[Your contact information]

- If preferred, you could instead list your parent or guardian's contact info here, but be sure to note whose contact info it is and their relationship to you.

[Section 1: Education]

- If applicable, list school name and (expected) graduation date.

[Section 2: Experience]

- List skill-building experiences you've had. Jobs, internships, volunteer positions, school projects, sports, clubs, personal projects, or things like Eagle Mount programs.
- For each experience, note at least one specific task you completed or skill you practiced during that experience, starting each point with an action verb.
- Example:

Pet sitting, July 2026

- Cared for my neighbor's dog and chickens for two weeks while they were out of town.
- Walked the dog once each day.
- Collected eggs and refilled waterer in the chicken coop daily.

[Section 3: Certifications]

- If applicable, list any certifications or awards you have received. (Examples: First Aid, Master Gardener, or Lifeguard)
- No worries if you don't have any certifications yet! If not, you can leave this section out.

Tips:

- The goal of your resume is to clearly list your experiences and skills. Each person has different education, experiences, and certifications. There are many ways to structure a resume, so feel free to adjust the sections to best fit you.
- Be specific! You know your experiences better than anyone else, so any relevant details you can add will help the reader better understand your experience.
- Keep your resume concise: maximum 1 page.
- Ask a family member or mentor to read over your resume before submitting.