Education and Interpretive Academic Internship
Golden Gate National Parks, Muir Woods
Part Time, Spring Semester 2017 (possible summer extension)
Available only to students currently enrolled at SFSU, CCSF, and College of Marin

OVERVIEW

The Golden Gate National Recreation Area (GGNRA) is a destination for both locals and international visitors with its sweeping vistas, immense biological diversity, and unique cultural resources. With over 15 million visitors annually and over 80,000 acres of land, the GGNRA is the largest urban national park in the country.

The interpretive team at Muir Woods National Monument provides opportunities for visitors to become better acquainted with their national park and well as a sense of belonging and stewardship through friendly visitor contacts, meaningful interpretive talks and tours, roving trails to provide safety and provide information on cultural, historical and natural points of interest. The interpretive team works to educate the community and visitors, which leads to deeper appreciation of their parks lands and provides meaningful experiences.

Muir Woods provides an opportunity to work in one of the most highly visible park sites in the world, engage with diverse audiences, learn and share knowledge on the natural, cultural and historical aspects of this ancient old growth forest. This opportunity will enhance communication skills through public speaking, interpretive writing and special projects and will enrich the experience of all those who care and visit Muir Woods National Monument.

POSITION DESCRIPTION

Are you passionate about the outdoors, speaking with people from all over the world and have a fascination with natural, cultural and historical places?

We are looking for a Muir Woods Interpretive Intern that is excited to work with a broad range of audiences, specifically the visiting public, through offering a variety of interpretive experiences and services. This intern’s primary responsibility will be to orient visitors to the site, provide interpretive tours for visitors and assist with the day to day operations and big events.

Working as part of a team as well as alone, the intern will develop and lead interpretive programs that support the mission of the National Park Service and the goals at Muir Woods National Monument. This involves researching, organizing, and implementing many different types of interpretive programs,
roving trails, day to day operations, and education introductions to the park as well as helping to coordinate special events and service projects.

DESCRIPTION OF DUTIES

● Research, Organize and Implement Interpretive programs
● Staff information table and welcome visitors to the park
● Rove extensive trails systems ensuring visitors safety and compliance of park guidelines
● Develop and perform 15 minute interpretive programs to the visiting public
● Organize and plan 1 hour tours of the park for visitors.
● Assist with facilitation of special park events
● Assist with all aspects of day to day operations
● Operate NPS radio in accordance with NPS regulations
● Promote and engage youth in our Jr. Ranger and Quest programs
● Answer phones in a friendly and helpful manner
● Assist with emergencies to the level of your training
● When needed drive government vehicles
● Support with volunteer management and service projects
● Assisting to recruit, coordinate, train and retain volunteers
● Organize, plan and coordinate service projects
● Manage volunteer databases

BENEFITS

● Gain leadership and interpretation experience at a highly respected agency (National Park Service) with a model partnership with the non-profit agency, the Golden Gate National Parks Conservancy.
● Opportunity to live in and enjoy the scenery, wildlife and cultural resources of a spectacular National Park.
● Walk amongst the tallest living organism, the Coast Redwood, and share your knowledge.
● Opportunity for personal/professional development days to pursue an interest, including training and education in various departments within the Park Service and Parks Conservancy.
● Opportunities to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging park visitors.
● Fifty Dollar ($50.00) per day taxable stipend available, plus academic credit.

DESIRED QUALIFICATIONS

● Enthusiasm for environmental education, and for working with diverse audiences.
● A love of nature, outdoor work, and getting your hands dirty.
● Energetic, flexible, self-motivated, and a sense of humor.
Desire to work in a team and to work with a diversity of people with different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints.

Ability to work independently and take on a leadership role as needed.

Good communication skills; treats others with respect; speaks and writes clearly and effectively.

Basic computer literacy, Microsoft Word and Excel. Experience with database operations or Photoshop/InDesign a plus.

A valid driver’s license, clean driving record.

Transportation to work site.

Desire to improve effective public speaking skills.

Bi-lingual skills are a plus.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This is a field based position with occasional office time. Must enjoy working outside in various weather conditions while maintaining a sense of humor.

Ability to lift, carry and position objects weighing up to 25 pounds.

TERMS

Desired Start Date: January 2015

2 – 3 days per week, January through May. Summer extension possible based on funding, performance, and need

Fifty Dollar ($50.00) per day taxable stipend available, plus academic credit and transportation to field sites from Fort Mason

Intern must have a Social Security Number or Individual Taxpayer Identification Number to receive stipend

Available only to students currently enrolled in SF State, City College of San Francisco, and College of Marin

To apply for this position, please submit an application and send a resume and a thoughtful cover letter to AcademicIntern@parksconservancy.org. Please indicate the position(s) that you are applying for in your cover letter. No phone calls please.

The Parks Conservancy and National Park Service seek to increase diversity in the workplace and reflect our Bay Area community. People of color and of all backgrounds are encouraged to apply.