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 mission of the GGNRA’s Facilities Management Division is to maintain the park’s buildings and landscaped areas for the use and enjoyment of park staff and visitors. Facilities management involves many different activities carried out by staff and volunteers including building maintenance, custodial work, maintaining roads and trails, trash and recycling, planting native plants, vegetation management, maintaining an extensive irrigation system, and preserving native and historic landscapes. The Maintenance Division Volunteers-In-Parks Program engages the community in order to develop a sense of ownership and civic pride in our parks and foster protection of our cultural and natural resources.

POSITION DESCRIPTION

Do you want to learn what it takes to maintain a park and engage volunteers in our mission?

We are looking for someone who is interested in learning all the things that happen behind the scenes in the Facilities Management (Maintenance) Division’s Volunteers-In-Parks Program. Volunteers assist staff in our mission of maintaining this national park unit and its natural and cultural resources.

The intern will assist the Facilities Management Division’s Volunteer Coordinator with records management, tool cache maintenance, leading work sessions, and outreach activities related to the Maintenance Division Volunteers-In-Parks Program.
DESCRIPTION OF DUTIES

Working with the Volunteer Coordinator, the intern will gain experience in managing volunteer program operations. Typical assignments would include:

- Recruiting volunteers in person at outreach events, through posters, and via social media
- Answering volunteer correspondence with potential volunteers and volunteer groups
- Developing an ongoing list of park wide projects
- Entering data from volunteer agreements and time sheets into a computer database
- Sorting and filing paperwork from the various sites that host volunteer programs
- Organizing and maintaining inventories of program’s equipment storage areas
- Cleaning tools, equipment, gloves, vests, and other items used during volunteer programs
- Helping Park staff lead volunteer work sessions including trail maintenance, exotic plant removal, painting, trash clean-up, painting, etc.
- Assisting with special events such as National Trails Day, National Public Lands Day, volunteer training, and the volunteer appreciation party
- Assisting with preparations for special groups, including Alternative Spring Breakers, corporate volunteers, community groups, etc.
- Creating or updating written and online reference materials for volunteers and their supervisors
- Taking photographs and/or digital video of volunteers in action, for park records and recruitment, and posting these files on the park website and social networks
- Maintaining and contributing to the volunteer program’s potential blog, website, and newsletters
- Developing new online tools for volunteer program management and recruitment
- Helping the Park staff with field projects, including trail maintenance, exotic plant removal, painting, trash clean-up, carpentry, flagger directing visitors away from heavy equipment operations, etc.
- Although a majority of this position’s duties are oriented towards the volunteer program sometimes it may be necessary to help the Park staff with field projects, including trail maintenance, exotic plant removal, painting, trash clean-up, carpentry, flagger directing visitors away from heavy equipment operations, assisting with preparations for holidays and special events that may impact park operations, and other support duties, etc.
**BENEFITS**

- Fifty Dollar ($50.00) per day taxable stipend available, plus the opportunity for academic credit
- Learning all aspects of operations related to running a division level volunteer program
- Opportunity to enjoy the scenery, natural and cultural resources of a spectacular National Park
- Opportunities to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our nation’s natural and cultural resources
- A uniform will be provided
- Opportunity for personal/professional development days to pursue an interest, including training and education in various departments within the Park Service and Parks Conservancy

**DESIRED QUALIFICATIONS**

- A valid driver’s license and clean driving record are mandatory
- An ability and desire to work with people of varying backgrounds and ages, different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints
- Strong oral and written communication skills
- Experience in working with computers, the Internet, Microsoft Office Programs, and with computer databases. Experience with database operations or Photoshop/InDesign a plus
- Photographic skills and familiarity with the National Park Service and park maintenance operations is a plus
- Willingness to work outdoors in the highly variable conditions of the Golden Gate National Recreation Area (ranging from cool and foggy to hot and sunny) and indoors in an office setting
- Ability to follow directions carefully, but also to work independently and take on a leadership role as needed
- Creativity and problem-solving skills
- Energetic, flexible, self-motivated, and a sense of humor
- Bi-lingual skills are a plus

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- This is primarily a field position with some office time each week
- Must enjoy working in an office setting and outside in various weather conditions while maintaining a sense of humor
- Ability to lift, carry and position objects weighing up to 40 pounds

**TERMS**
- Desired Start Date: January 13, 2017
- 3 – 5 days per week (full time preferred), mid-January – late May
- Available only to students currently enrolled in SF State, City College of San Francisco, or College of Marin
- Fifty Dollar ($50.00) per day 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.

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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.