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 and the most visited site in the entire National Park Service.

However, most of our visitors pass through without staying a long time, whether they've flown in from Florida, or live across the street. There are some points of friction or disconnect between the park and the people which can prevent visits from being longer, and prevent some people from visiting at all.

This is an overwhelming and interdisciplinary problem, and we're not asking you to solve it all, but we think you could be the sandpaper that smooths over some of the rough edges or the bridge that helps people connect. Got ideas? We want to hear them. Don’t have ideas yet? We think you will after a few weeks in our office.

POSITION

Are you interested in helping the public use their national parks in new and innovative ways?

The Office of Special Park Uses issues over 2000 permits a year for activities throughout the park that require a permit, from weddings and picnics, to marathons and filming (including Ant-Man, Terminator Gensys, Pursuit of Happyness, Hereafter, Four Christmases and many more.)

There are going to be 3 main components to this internship:

1. Commercial Dog Walking Permits
2. Needed Tasks
3. Signature Project

Commercial Dog Walking Permits
Winter and Spring is the renewal time for hundreds of Dog Walking Permits. We’ll need your help getting these permits out the door. You’ll be working with the applications and the applicants, the permits and the badges. Hundreds of people who make a living walking dogs for people who make their living not walking dogs are counting on you!
**Needed Tasks**

It’s true that we need to have some filing done, but other tasks will get you out and about in the park, or working at the front desk where you’ll get a feel for what really happens at Headquarters. All of the work will help further your understanding of how the office works... we’ll never send you out to buy us coffee! We’ll make sure you see some filming (perhaps a car commercial) and some events.

**Signature Project**

Ideally every intern in the office will work on a long term project that will be the feather in their cap... something you can dive into and be proud to list on your resume.

We have many projects like this in the office, and we’ll tailor it to your interests, skills and availability.

Some ideas include:

- **Leases that are Lovely** -
  We are part of a pilot program to widen the types of special events we have at the park. Our goal is to offer desirable event venue lands and facilities and expand park uses for current and new park visitors. We need your help to develop the marketing materials for each venue location to be used on a new webpage. You will have the opportunity to work directly with our Lands and Real Estate manager.

- **Calendar for the Curious** -
  We have hundreds of events every year but we don't have a way to share a calendar of these with the public. Do you have solutions that can leap over our hurdles?

- **Front Desk Fixing** -
  The front desk in our headquarters building is as busy as you can imagine, with questions from folks that range from the obscure to the commonplace. How can we make visitors experience better here? (Wait until you hear the idea for our yellow brick road!)

- **Website becoming Wonderful** -
  We’re not far from Silicon Valley but our web page is not up to par. Do you have suggestions for making it more useful and informative?

**BENEFITS**

- Gain experience working with the busiest permit office in the National Park Service
- Opportunity to work in and enjoy the scenery, wildlife and cultural resources of a spectacular National Park.
- 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 to most applicants, plus academic credit.

**DESIRED QUALIFICATIONS**
You are encouraged to apply even if you do not meet all of these requirements. There is no perfect candidate out there, and some of these qualifications are wishes, not requirements.

- Enthusiasm for protecting resources while allowing appropriate recreational uses.
- Enjoyment of diving into laws and regulations and figuring out legal-ese.
- Interest in connecting people with parks through unique events and activities beyond what might be expected in a National Park.
- 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.
- Computer skills in databases is a huge plus. Better than basic computer skills are a must.
- A valid driver’s license and clean driving record is going to be a huge help.
- Bi-lingual skills are a plus.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**
- This is mostly an office environment, although some outside work will be available.
- Ability to lift, carry and position objects weighing up to 40 pounds occasionally.
- Ability to drive a stakebed truck is preferred.
- The office space is not ADA compliant: there is a short flight of stairs to get in to the building and a full flight of stairs to the second floor. Work can be done completely on the 1st floor if necessary.

**TERMS**
- Desired Start Date: January 2017
- 2-3 days per week, January through May.
- Part time applicants will be considered. Summer extension possible based on funding, performance, and need.
- $50.00 daily taxable stipend plus academic credit available
- 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.