



Volunteer-In-Parks Program Intern

Golden Gate National Parks, Marin

Part Time, Spring Semester 2015 (potential for Summer Extension)

Available only to students currently enrolled at SFSU and CCSF



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 Golden Gate National Recreation Area'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 and campground maintenance, maintaining roads and trails, vegetation management, and preserving native and historic landscapes. The Maintenance Division's Volunteers-In-Parks (VIP) Program engages the community in order to develop a sense of ownership and civic pride in our parks and foster stewardship and protection of our cultural and natural resources.

POSITION DESCRIPTION

Are you interested in working outdoors and engaging people in understanding and caring for their National Parks?

I am looking for a motivated and creative individual to assist in the development of the Marin Maintenance VIP Program. Having been established in July 2014, this young volunteer program allows for an intern to create and implement new ideas to enhance its development and organization.

The VIP Intern will work with the Marin Maintenance Volunteer Coordinator and alongside a Centennial Volunteer Ambassador Intern. Responsibilities include leadership assistance in volunteer work sessions, photographing volunteers in action, documenting program statistics, organizing and maintaining a large tool cache, and participating in outreach activities related to the GOGA Maintenance Division's VIP Program.

DESCRIPTION OF DUTIES

Communicate and work cooperatively with other park divisions and partners;

- Work with Maintenance Supervisors to monitor work areas and develop projects suitable for volunteer groups and individuals
- Assist Cultural Resources and Law Enforcement in monitoring, reporting, and covering graffiti on historical structures and in other areas of the park
- Collaborate with Multimedia Specialist to utilize social media for volunteer recruitment and program promotion
- Partner with Interpretation and Parks Conservancy staff during programs and events to engage visitors and volunteers in understanding the park's natural and cultural resources while generating a sense of stewardship for the park and public lands

Assist Volunteer Coordinator with development and facilitation of volunteer work projects;

- Research information to provide volunteers with a better understanding of the park and the importance of the National Park site they are caring for
- Lead demonstrations of tool use, maintenance techniques, and provide safety information
- Work alongside volunteers to promote a sense of accomplishment and monitor volunteer safety

- Record data of work accomplished, photograph work projects, and maintain photo files
- Assist with special events such as California Coastal Clean-up, Earth Day, and One Tam initiatives

Perform program development and maintenance;

- Organize and maintain program equipment cache including inventorying and cleaning equipment, performing minor repairs, and updating equipment order lists
- Develop recruitment materials and recruit volunteers during events, through websites and via social media
- Develop new online tools for volunteer program management, organization, and recruitment

BENEFITS

- Gain leadership and facilities maintenance experience with the National Park Service
- Learn all aspects of operations related to running a division level volunteer program
- Work outdoors enjoying the natural and cultural resources of your National Park
- Network with staff and volunteers from other divisions, agencies and park partners
- Work alongside people from diverse backgrounds that share a common interest in preserving and protecting our nation's natural and cultural resources
- Opportunity for personal/professional development days to pursue an interest, including training and education in various departments within the Park Service and Parks Conservancy
- A uniform will be provided
- Fifty Dollar (\$50.00) per day taxable stipend available, plus academic credit

DESIRED QUALIFICATIONS

- An ability and desire to work with people of varying backgrounds and ages
- Strong oral and written communication skills
- Experience working with Microsoft Office Programs, the internet, and social media
- Ability to follow directions, but also to work independently and take on a leadership role
- Creativity and problem-solving skills
- Energetic, flexible, self-motivated, and a sense of humor
- A valid driver's license, clean driving record, and **reliable transportation to the Marin Headlands**
- Bi-lingual skills are a plus

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Enjoy working in both an office setting and outside in various weather conditions while maintaining a positive attitude.
- Ability to travel over uneven terrain and to lift, carry, and position objects weighing up to 40 pounds.

TERMS

- Desired Start Date: January 2016
- Schedule: 3 days per week, January through May. Summer (full time) extension possible.

To Apply: please [complete an online application](#) and send a **resume** and **thoughtful cover letter** to AcademicIntern@parksconservancy.org. Please write "2016 Academic Internship Application" in the email subject header and include the position(s) that you are applying for in the body of your email.
No phone calls please.

The Parks Conservancy and National Park Service seek to increase diversity in the workplace and reflect the changing demographics of our Bay Area community.

People of color and from all backgrounds are encouraged to apply.