



Historic Landscape Academic Internship

Golden Gate National Parks; In-Person

Full-time, Summer 2024

Available only to students currently enrolled at COM, SFSU and CCSF

Organization Description

Since 1981, the Golden Gate National Parks Conservancy (Parks Conservancy) has served as the nonprofit partner of the National Park Service, collaborating with the Presidio Trust, partners, donors, and the community to support the Golden Gate National Recreation Area (GGNRA). The GGNRA stretches across three Bay Area counties north and south of the Golden Gate Bridge and includes iconic places such as Muir Woods National Monument, Fort Point National Historic Site, Alcatraz Island, Crissy Field, Mori Point, Lands End, and the Presidio of San Francisco.

Branch/Unit Description

Learn sustainable gardening practices, visitor engagement, and volunteer program management. Most importantly, we are looking for someone excited to learn and practice new skills, and to connect people with nature.

Internship Overview

The Fort Mason and Sutro Heights Park historic gardens are looking for an intern interested in learning about the daily operations of a landscape management program in a park atmosphere, and how to protect and maintain over 20 acres of lawn and numerous planted areas for our park visitors to enjoy.

Working as part of a team, the intern will work under the direction of the Golden Gate National Recreation Area, San Francisco Landscape Division Supervisor and Gardener Leader, and the Maintenance Stewards for San Francisco's Fort Mason and Sutro Heights Park Maintenance Division.

This position is located at Fort Mason and Sutro Heights Park. Work is performed in an office setting, including a mix of telework and on-site. The AIP program requires at least 2 full days per week onsite.

Reports To: NPS GOGA, Gardener Leader

Essential Functions and Responsibilities:

Garden Maintenance

- Assist in the care of all garden areas utilizing the best practices of horticulture; this includes weeding, efficient irrigation, fertilizing, planting, composting, and pruning.
- Learn aspects of propagation and greenhouse management.
- Assist with maintaining a clean and orderly storage area. Report any necessary replacements and repairs.

Volunteer Management and Outreach

- Introduction to volunteer management skills with emphasis on training, supervision, and leading volunteer groups in planned activities and safe garden practices.
- Develop communication skills to connect with visitors about park issues.
- Maintain database of volunteer hours.
- Be able to engage with diverse audiences.

Knowledge, Skills, and Abilities (KSAs):

- An interest in learning about National Parks
- Love of the outdoors and horticulture
- Desire to learn garden maintenance and become knowledgeable about plants
- Energetic and self-motivated; ability to work independently once provided direction
- Good communication skills, respect for others
- Ability to work with a diversity of people with different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints

- Reliable and punctual
- Basic computer skills

Health and Safety:

It is the goal of the Parks Conservancy to create and maintain a safe and healthy workplace. We work to mitigate hazards and risks that may cause harm to employees, consistent with state and federal laws. Employees play an active role in creating a safe and healthy workplace and are expected to comply with all applicable health and safety rules.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees to be vaccinated and to provide proof of such vaccination as a condition of employment.

Physical Requirements and Work Environments:

- Desire and ability to work outdoors and in inclement weather; this at times can be a physically strenuous job - most days will require walking and performing site inspections to plan future projects
- Reliable personal transportation to Fort Mason in San Francisco (bike, car, bus, etc.)
- Comfortable taking a drive to Sutro Heights Park with other staff
- Ability to lift up to 25 pounds
- Majority of the work will be outdoors with weekly office hours in Fort Mason, San Francisco

Terms of Position

- Start Date: May 29, 2024
- In-person (safety and public health permitting – virtual may be provided otherwise)
 - Work site: Fort Mason and Sutro Heights Park, San Francisco
- Work Schedule: Full-time, Monday - Friday, 7:00 a.m. - 3:30 p.m., May 29th – August 2nd (10 weeks total)
- Intern must be able to work in half-day or full day increments
- Intern must have a Social Security Number or an Individual Taxpayer Identification Number to receive stipend

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

Benefits:

- Understand how to manage a large-landscaped area based on the Cultural Landscape Reports
- Learn to create and manage a personal and team work schedule
- Gain skills such as public speaking, time management, and organization
- Broaden knowledge of plants and sustainable gardening best practices
- Unique experience of working in award-winning gardens
- Opportunity to attend Park Academy Classes on a variety of topics including resume building and interview skills, park orientation and history, flora and fauna, mapping and monitoring, computer skills, and much more
- Opportunity to enjoy the scenery, wildlife and cultural resources of a spectacular National Park
- Opportunity to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging the next generation of park stewards
- Opportunity for personal/professional development days to pursue an interest, including training and education days in various departments within the Park Service and Parks Conservancy
- **Five hundred dollar (\$500) per week** taxable stipend plus academic credit available
- Uniform will be provided

Position Contact and How to Apply

To apply for this position, please [submit an application](#) by April 1, 2024. For questions regarding the Academic Internship Program, please reach out to internships@parksconservancy.org. No phone calls please.

Application Deadline Date: April 1, 2024

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.