



Maintenance Volunteer Program 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

The Maintenance division in NPS depends on volunteers to assist with the beautification of our park. All volunteer programs were halted due to COVID, and now that time has passed, all programs need to be recreated and/or modified from the ground up. Most programs like Adopt – A – Beach, Adopt – A – Battery, are mostly in the infancy or in the planning stages. This is a prime time to join the Maintenance division at Golden Gate because this internship allows an intern to help develop every aspect of a new program that will far outlast their stay at the park.

Internship Overview

An intern of maintenance volunteer program is responsible for helping coordinate volunteers and ensuring that volunteer programs run smoothly. The intern will work with all departments within

the GGNRA, including maintenance, natural resources, historic preservation, law enforcement, and other volunteer coordinators. The intern will be responsible for coordinating and scheduling volunteers for several on-going and new projects, ensuring volunteers are properly utilized and engaged, responding to volunteer inquiries in a timely and efficient manner, coordinating volunteer recognition activities, and protecting the National Park Service values and individuals' privacy by engaging in best practices in processing volunteer paperwork. The intern will also assist with volunteer recruitment and outreach events, answer phones, assist drop-in volunteers, and perform other duties as requested.

This position is located at Crissy Field in San Francisco and across the GGNRA. Work is performed in an office setting and outdoors. The AIP program requires at least 2 full days per week onsite.

Reports To: NPS Maintenance Volunteer Coordinator

Essential Functions and Responsibilities:

- Work with other divisions within the park to create new programs
- Recruit new volunteers to attend designated program events
- Assist in the creation of new programs for volunteers
- Write policy for NPS and Volunteers to employ in the field
- Lead groups of volunteers

Knowledge, Skills, and Abilities (KSAs):

- Basic computer skills (working knowledge of Microsoft Word, Power Point, Excel)
- Effective communication skills, strong writing and public speaking skills a plus
- Customer service skills
- Self-motivated (after receiving direction and training)
- Good organizational skills
- Detail-oriented
- Ability to prioritize among multiple projects to meet deadlines
- Enthusiasm for the mission of NPS and the communities we serve.

[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:

- Work is performed in an office setting and outdoors.
- Work is primarily performed sitting, standing, and walking.
- Must be able to lift 50 lbs. for short, brief periods of time.
- Most work is outside, primarily in urban park settings in San Francisco and San Mateo counties
- Ability to work outdoors in the variable weather conditions of the San Francisco Bay Area (cold, rain, wind, fog, hot sun, etc.)
- Physical stamina to perform medium to strenuous work and traverse uneven terrain
- Reliable transportation to Crissy Field in San Francisco (bike, car, bus, etc.)

Terms of Position

- Start Date: May 29, 2024
- In-person (safety and public health permitting – virtual work may be provided otherwise)
 - Work site: Crissy Field, San Francisco
- Work Schedule: Full-time, Tuesday - Saturday, 6:45 a.m. - 3:00 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:

- 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.