



Special Park Uses Academic Intern

Golden Gate National Parks; Hybrid

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

As part of the Communications Division, the Office of Special Park Uses is one of the busiest permit offices in the National Park Service, writing hundreds of permits annually for events from marathons and walk-a-thons to outdoor ceremonies and First Amendment activities. Fun fact, some of the most recent film permits issued in our office include Matrix Resurrections, Venom, and Shang-Chi, just to name a few. Rangers in the permit office interact with every division in the park and a wide variety of public groups, stakeholders, and individuals. Every day brings new and interesting requests from the public; event specialists work together to look at a variety of authorities to determine if the use is appropriate or not. Once an event is approved, rangers oversee the activity, making sure it is successful, cost-neutral to the government, and safe for the park.

Internship Overview

We are looking for a Special Park Uses intern that is self-motivated, energetic, highly organized, and flexible to assist in the permit office. The responsibilities range from daily tasks like filing, permit monitoring, and organizing, to longer term projects that require collaborative and independent work. The intern will work with the permit writers in the office individually on projects ranging from preparing for Commercial Dog walking season to updating Permit monitor documents. Working in one of the busiest offices ensures that no two days will be the same and projects may change as priorities shift. Our ideal candidate is passionate about the outdoors and interested in learning about the Golden Gate National Recreation Area sites, rules, and regulations.

This position is located at Fort Mason in San Francisco and the GGNRA. 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 Event Specialist

Essential Functions and Responsibilities:

- Create maps to be distributed to permit holders
- Assisting permit writers in the field preparing for events (placing signs and windmasters in different locations)
- Update outdoor ceremony website
- Assist with organization in the office
- Learning about and assisting with preparation for Commercial Dog walking season/permits
- In-person and digital event monitoring and photography
- Update documents for Permit Monitors

Knowledge, Skills, and Abilities (KSAs):

- Ability to work independently once direction/instructions/training is provided
- Desire to learn more about park rules and regulations
- Bilingual and cultural competency skills a plus
- The ideal candidate for this position may have writing skills, creative and flexible thinking, and outstanding customer service skills

- Mature and professional demeanor while working with visitors, partners, and staff
- Working knowledge of computer programs and/or willingness to learn
- Desire to work in a team and to work with a diversity of people with different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints.
- Good communication skills; treats others with respect; speaks and writes clearly and effectively

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:

- Interns will work mostly indoors or occasionally outdoors. Weather conditions vary from day to day.
- Intern must be comfortable sitting, standing, and walking in office or outdoor settings.
- Certain projects can require going to more remote areas of the park. Intern may hike up to 3 miles in rocky terrain, lift 40 pounds, and work outside in varying weather conditions.
- In person or virtual work will depend on the nature of the assignment.

Terms of Position

- Start Date: May 29, 2024
- Hybrid (safety and public health permitting – virtual work will be provided otherwise)
 - Work site: Fort Mason, San Francisco and GGNRA
- Work Schedule: Full-time, Monday - Thursday, 9 a.m. - 5 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:

- Experience working collaboratively with staff, partners, and permit holders
- Explore different sites within the GGNRA and understand their significance
- Learn more about the Office of Special Park Uses and its importance in upholding the National Park Service mission
- Strengthen leadership and communication skills
- 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.