

Special Events Management Intern

Bellevue State Park

DELAWARE STATE PARKS INTERNSHIP PROGRAM



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DESCRIPTION

Interns in this position will learn the responsibilities of administrative management and event coordination for reservation of Bellevue special-event facilities. The Special Events Management Intern will work with staff, customers, and/or vendors daily. They will receive hands-on experience planning, organizing, and managing special events from the initial application through day-of execution. Applicants must be available to work weekends, evenings, and holidays as scheduled.

LOCATION

Bellevue State Park, Wilmington, DE
<https://destateparks.com/History/Bellevue>

TERM OF SERVICE

12 weeks
Full-time, 30–35 hrs/wk (summer or fall)
Part-time, 20–29.5 hrs/wk (fall)
6 months
Full-time, 30–35 hrs/wk (summer and fall)

Position is flexible based on availability of Intern. Applications for summer are welcome; applicants for fall and summer–fall encouraged. Historically, fall events schedule is more diverse and can provide Intern with better-rounded experience.

RESPONSIBILITIES

- Provide customer service: Explain regulations; answer visitor requests, needs, and complaints; and provide information about the park and surrounding areas.
- Plan, schedule, organize, and manage special events independently
- Maintain records of rentals, usage activity, special permits issued, accounts receivable, accounts payable, and operating costs related to special-event facility rentals
- Maintain contact with caterers, tent-rental companies, portable-toilet rental companies, and other vendors related to the reservation of special-event facilities
- Inspect special-event grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance
- Coordinate setup and cleanup of special events
- Act as primary point of contact and event coordinator for prospective and contracted clients
- Schedule tours and walk-throughs with potential clients

- Complete a Demonstration of Learning Project that encompasses skills developed during and encompasses learning targets for internship
- Other duties as assigned

REQUIREMENTS

- Available to work flexible hours, including weekends, evenings, and holidays when required for special events
- At least 18 years of age
- A valid driver's license
- Ability to work independently as well as part of a team, both as a member and in a leadership role
- Prior customer service and/or money-handling experience a plus

DIRECT SUPERVISOR

The direct supervisor will be the Assistant Park Superintendent and/or Park Superintendent at Bellevue State Park.

BENEFITS

- **Training:** Interns receive training from the field experts they will be working with, a hallmark of the program. Includes Seasonal Interpreter Training and FA/CPR. In addition to this formal and informal training, to complete their internship assignment, interns will have the opportunity to build associated skills and share real-time experience with park staff and colleagues. Training will be made available to interns to further their personal and professional development.
- **Housing:** Limited co-ed housing is available, at no fee, for interns providing full-time hours (30 or more per week). If selected for housing, an intern will share a house, duplex, or dorm facility with other interns.
- **Activities:** Interns will have the opportunity not only to visit ALL Delaware State Parks at no fee, but also participate in many of the tours, programs, and associated events for free. Delaware State Parks span the length of the state and, whether it be canoeing at Trap Pond State Park, surfing at Delaware Seashore State Park, attending a concert at Bellevue State Park, or touring the living history facility at Fort Delaware, there is certainly something for everyone.
- **Stipend Available:** Interns are not employees of the State of Delaware — they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of \$100 per week for service of 30 or more hours per week or \$50 per week for service of 20–29 hours per week paid biweekly via direct deposit into the Intern's bank account.
 - The stipend is not a wage but does count toward the total income on which the intern's tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 — Request for Taxpayer Identification Number and Certification — as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.

All Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.

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