

# PARK MANAGEMENT & OPERATIONS INTERN

## DELAWARE STATE PARK INTERNSHIP PROGRAM



CLICK HERE TO APPLY: [2021 Delaware State Parks Internship Program Application](#)

### DESCRIPTION

Want to learn how a park runs from the inside out? Looking to learn leadership skills and park management experience? In this position you will work directly with the Park Superintendent as part of our Park Management and Operations team. Interns will work with our professional park staff, park visitors, and volunteers, often serving as people's first point of contact with the Park. As a Management & Operation Intern, efforts may include hands-on experience in park administration, marketing and outreach, park office processes, and a variety of park projects, events, and park maintenance activities to learn how a park is run and managed efficiently.

### LOCATIONS

- **Fort Delaware State Park** - Delaware City, DE  
*Civil War Fort and prisoner of war camp*
- **Trap Pond State Park** - Laurel, DE  
*Trap Pond was once the site of a large freshwater wetland and still hosts the country's northernmost natural stand of bald cypress trees*

### TERM

- 6 months
  - Full-time, 30-35 hours per week

### RESPONSIBILITIES

- Responsibilities may include some, or all, of the following as either a Park Management or Marketing Intern:
  - Serve as the public's first point of contact through face-to-face interaction and phone calls
  - Complete and submit regular reports
  - Assist with park events, programming, and planning
  - Write press releases and consistent Facebook posts
  - Seek ways to partner with other parks and organizations
  - Develop and execute creative marketing methods
  - Assist in working with park operating systems, taking reservations, handling money and scheduling
  - Assist with park maintenance projects
  - Work with volunteers



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## REQUIRED SKILLS

- Must be able to work flexible hours, including weekends and special events
- An interest in marketing, advertising and/or park management
- Able to communicate effectively with a diverse public and speak publicly in front of groups or audiences
- Ability to understand and appreciate the historical context of the program
- Works well independently or as a cooperative, contributory team member
- Professional appearance and demeanor, responsible and trustworthy
- Must be comfortable working on or around bodies of water
- Prior customer service and money handling experience a plus
- Able to stand for long periods, lift 10 pounds from crouching position, and walk 2 miles

## DIRECT SUPERVISOR

- The Direct Supervisor will be a Delaware State Parks professional designated by the park

## BENEFITS

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. Includes Seasonal Interpreter Training and FA/CPR. In addition to this formal and informal training to successfully conduct 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 the 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 \$50.00 per week for service of between 20 – 29 hours/ week paid biweekly as a 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 Tax-Payer Identification 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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