Program Management Intern  
Fort Delaware State Park  
DELAWARE STATE PARK INTERNSHIP PROGRAM

CLICK HERE TO APPLY: https://www.volgistics.com/ex/portal.dll/ap?ap=379747051

DESCRIPTION
Interns in this position assist the Program Manager and obtain a thorough experience in historical programming in support of Fort Delaware’s living history program including site and resource based interpretation, program design, and administrative functions. You will conduct historical education programs in period dress, utilizing information from primary and secondary historical resources. You will also gain experience in non-costumed historical documenting, research, interpretive program design, and historic site administration. The internship provides the candidate historical interpretive experience, practice in public speaking, experience writing press releases, experience assisting the program manager with special events, programs, and hands-on experience in operation of a historical park. Additional experience will be gained with programming at Fort DuPont State Park and the Port Penn Interpretive Center.

LOCATION  
Fort Delaware State Park, Delaware City, DE  
http://www.destateparks.com/park/fort-delaware

TERM OF SERVICE  
Year Round – Full Time 30-35 hours per week

RESPONSIBILITIES
• Work as part of a team of living history interpreters to conduct costumed historical programming for all ages  
• Lead non-costumed historic tours of Fort Delaware, Fort DuPont and Port Penn  
• Assist the program manager with administrative duties, events and special programs  
• May also become proficient in living history presentation, utilizing authentic 19th century dress and items  
• Participate in historic theater pieces  
• Other duties as assigned, including possible collections work  
• Writing press releases  
• Opportunities for repairing and sewing costumes

REQUIREMENTS
• Must be able to work flexible hours, including a Wednesday through Sunday work week.  
• Dress in period clothing supplied by the park; must be able to tolerate multiple layers of clothing during summer.  
• An interest in history, education or historical interpretation.  
• Scripted or improvisational performance experience or comfort in learning.  
• Willing to study and learn Delaware history.  
• Able to communicate effectively with a diverse public and speak publicly in front of groups or audiences.  
• Public speaking experience (or comfort learning).  
• Ability to understand and appreciate the historical context of the program.  
• Professional appearance and demeanor, responsible and trustworthy
• Pleasant and personable, enjoys people, good customer service skills
• Works well independently or as a cooperative, contributory team member.
• Presents program as instructed by Park Interpreter, Educator or Nature Center Manager.
• Able to assist with both Indoor and Outdoor programs.
• Able to stand for long periods, lift 10 pounds from crouching position, and walk 2 miles.
• Comfort working around boats/water; comfort working around black powder weapons
• Performs duties in compliance with Division and Park Customer Service Guidelines and Safety Guidelines.

**DIRECT SUPERVISOR**
The direct supervisor will be the Program Manager at Fort Delaware State 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 possibly 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.
  
  o 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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The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce.