

# Park Operations Assistant Intern

## Auburn Heights Preserve

DELAWARE STATE PARK INTERNSHIP PROGRAM



CLICK HERE TO APPLY: <https://destateparks.com/volunteer/positions>

### DESCRIPTION

Get high-quality, hands-on management experience by helping to oversee an entire state park! Interns in this position will serve as the assistant to the Park Superintendent and work directly with staff and customers gaining experience in all aspects of park management from general office duties to project management. The intern will gain experience in written and oral communication, office and site management, and play a special role in the signature special events conducted by the park.

### LOCATION

Auburn Heights Preserve, Yorklyn, DE  
<https://destateparks.com/history/auburnvalley>

### TERM OF SERVICE

6 month – Full Time 30-35 hours per week

### RESPONSIBILITIES

- Take the lead on specific park projects, including special event coordination
- Serve as the public's first point of contact through face-to-face interaction, email, and phone calls
- Work alongside volunteer groups in the park
- Assist with maintenance of trails and equipment
- Assume a critical role in the planning and conducting of our annual Yorklyn Day event
- Rental event management and site supervision, including conducting tours for potential rental clients
- General office work, including answering phones, filing, customer service

### REQUIREMENTS

- Must be able to work flexible hours, including weekends, evenings, and holidays
- Must be at least 18 years of age
- Ability to work alone with little direct supervision
- Good communication and organizational skills
- Comfortable speaking with the general public

- Prior customer service and money handling experience preferred
- Valid driver's license
- Proficient with computers and standard computer programs, including Microsoft Office functions (MS Word, MS Excel, MS Outlook)

#### **DIRECT SUPERVISOR**

The direct supervisor will be the Park Superintendent at Auburn Heights Preserve

#### **BENEFITS**

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. 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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The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce