

# Grants Researcher and Report Writer

## Bellevue State Park

DELAWARE STATE PARKS INTERNSHIP PROGRAM

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

### DESCRIPTION

This position would assist the grant writer in researching potential funders, updating current foundation contact information, and writing final reports on grants received.

**LOCATION** Bellevue State Park (Mt. Pleasant Parsonage), Wilmington, DE

**TERM** 3 month – Summer  
Minimum 21 hours - maximum 30+ hours/week

### RESPONSIBILITIES

Assist the grants office in researching potential funders, update our existing list of private foundations and write final reports for completed grant-funded projects. For on-going projects, the intern may participate in grant meetings to gain experience with the process of implementing a grant-funded park project. There is space in the Mt. Pleasant Parsonage for the intern; the office has Wi-Fi; and a laptop will be required for the duration of the intern's service. The intern will be supervised on a daily basis by Kim Johnson with weekly contact with the grants administrator Karen Minner.

There will be opportunity for educational growth as webinars on grant writing and reporting are available from multiple websites and I will develop a plan for the intern to become conversant in grant terms and to gain knowledge about collaborating with our non-profit Friends groups.

### REQUIRED SKILLS

A detail-oriented individual with writing experience would be preferable.

The intern will need computer skills as the position will rely heavily on on-line research and submissions.

### DIRECT SUPERVISOR

The direct supervisor will be the Grant Writer

### 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