



## **INTERNSHIP OPPORTUNITY**

**Presidio of San Francisco, Full-time, 12 months, Housing + Stipend**

Position Title: **Field Volunteer Coordination Intern**

Department: Presidio Trust Volunteer & Internship Program

Reports To: Kai Forsley, Volunteer Program Coordinator

***Are you passionate about parks, working outdoors, interacting with the public, and working with youth?***

Join the Presidio Trust's Volunteer & Internship Program and help grow our community of stewardship volunteers! We are looking for an intern who is excited to engage a broad range of individuals and groups in a variety of field-based volunteer opportunities.

### **ABOUT THE PRESIDIO**

Guardian of the Golden Gate for more than 200 years, the Presidio endures as a place of service and possibility. Now a distinctive part of the national park system, this magnificent American landmark invites visitors to be inspired by its beauty and to participate in a variety of programs that draw on its history and natural resources. The Presidio is also home to a vibrant community of people who work and live in the park. The Presidio is part of the Golden Gate National Recreation Area, one of the world's most extensive national parks in an urban setting, spanning over 80,000 acres on both sides of San Francisco's Golden Gate. The Presidio Trust is an innovative federal agency created to save the Presidio and transform it for a new national purpose. The Trust's vision is that the Presidio will be forever a public place: vital to the Bay Area, important to all Americans, and recognized for achieving broad benefits for the nation. To learn more, visit [www.presidio.gov](http://www.presidio.gov).

### **POSITION OVERVIEW**

This internship supports the Presidio Trust Volunteer & Internship Program that engages thousands of volunteers each year in a variety of opportunities to support the Presidio. Working as part of a team, the Intern will help coordinate and lead volunteer activities to support the Presidio's park stewardship efforts, including assisting with the development and implementation of service opportunities designed specifically for youth audiences. The Intern will gain valuable experience in volunteer engagement, event coordination, youth development, urban forestry, gardening, landscaping, irrigation, trail work, and habitat restoration.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with forestry, trail, irrigation, landscape, and natural resources staff to implement volunteer stewardship projects
- Assist with coordination of volunteer drop-in and group programs
- Assist with the development and implementation of youth volunteer engagement programs
- Supports volunteer events including but not limited to National Trails Day, Coastal Cleanup Day, and MLK Day of Service
- Support maintenance of volunteer tool trailers and tool rooms
- Provide general administrative support and participate in Presidio Trust public events

## **DESIRED QUALIFICATIONS**

- Previous experience working with volunteers desired
- Commitment to volunteerism and community service
- Experience working with youth
- Detail-oriented and organized
- Strong interpersonal and public speaking skills
- Enjoy working with a diverse community of people of all ages
- Ability to work with a professional demeanor as part of a team
- Positive attitude
- Ability to work independently with minimal supervision
- Computer experience in Microsoft Office
- Desire to work both outdoors and indoors
- Experience with trail work, gardening, forestry work and/or habitat restoration a plus
- Must be a US Citizen and at least 21 years old
- Must have a valid State driver's license
- Bilingual a plus

## **WORK ENVIRONMENT AND PHYSICAL CONDITIONS**

- The position requires periods of standing, walking, climbing, and lifting and carrying heavy objects
- Work is performed both indoors and outdoors with weather conditions ranging from hot, dry and dusty to foggy, cold and rainy. Work is performed around heavy equipment. There may be exposure to poison oak.
- Indoor work is performed in a typical office setting
- The position requires working both independently and as a team and involves working with a variety of Trust department staff and volunteers
- The intern will be required to drive and be a passenger in a motor vehicle. Selected candidates will be required to provide a photocopy of their current valid State driver's license.

## **EXPERIENCE OFFERED**

- Gain professional development in a team setting
- Learn valuable skills in park stewardship, volunteer coordination, and youth and community engagement
- Develop leadership and public speaking skills
- Great opportunity to live in a national park and work with staff and volunteers from diverse backgrounds who share a common interest in engaging the public and preserving the natural and cultural history of the Presidio

## **TERMS**

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Successful applicants are required to sign the Presidio Trust's Volunteer Agreement.

**Application Deadline:** Open until filled

**Start Date:** As early as May 2016

**Length of Position:** 12 months

**Schedule:** 40 hours per week, Tuesday - Saturday schedule. Some evenings and occasional Sundays and holidays.

**Stipend:** \$300 every two weeks

**Transportation Benefit:** \$50 monthly parking permits for car owners or \$50/month for non-car owners

**Housing:** Interns are provided a single occupancy (one person) room in dormitory-style housing in the Presidio with basic accommodations including a furnished private room, shared kitchen, and common areas. Interns must sign a housing contract, abide by the residential rules and contribute to the maintenance of the

household. Interns must reside in the housing provided to be eligible for the internship. We cannot accept non-residential interns.

**TO APPLY**

Interested candidates should send a cover letter, resume and contact information (including full name, title, phone number and email address) for at least two references by email to Kai Forsley at **interns@presidiotrust.gov**. PDF format is preferred but Microsoft Word versions are acceptable. We will review applications received and will select some or all for interviews to be conducted at a mutually arranged time.

*The Presidio Trust is dedicated to representing the community it serves. We encourage candidates that will bring diversity to the Trust to apply.*