



Presidio Trust

INTERNSHIP OPPORTUNITY

Presidio of San Francisco, Full-time, 10-12 months, Housing + Stipend

Position Title: Recreation and Wellness Intern

Department: Park Programs

Reports To: Amy Deck, Project Manager

Are you passionate about parks, trails, art, and interacting with the public?

Join our dynamic team and help grow our program! We are looking for an intern who is excited to engage with a broad range of individuals and groups in welcoming the public to explore the Presidio. Our Park Programs Team is committed to providing meaningful and memorable experiences to people of all ages and backgrounds. The Park Programs department oversees public artwork (such as Andy Goldsworthy's installations and a range of temporary exhibits), wellness and trails programs, other recreational activities and community programming events and signature outdoor events.

ABOUT THE PRESIDIO + THE PRESIDIO TRUST

Guardian of the Golden Gate for more than 200 years, the Presidio of San Francisco is 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 largest national parks in an urban setting, spanning over 80,000 acres north and south 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.

PRESIDIO RECREATION AND WELLNESS

The Presidio has 1,500 acres to exercise, play, and get away from it all. The park's network of 24 miles of trails and 15 miles of bikeways offers many different experiences - from the sandy bayshore to the rugged coastal bluffs to enchanting forests and creeks. Some paths, such as the California Coastal Trail, Bay Area Ridge Trail, and the Juan Bautista de Anza National Historic Trail, are regional trails connecting to open spaces throughout the Bay Area and as far as Mexico.

POSITION OVERVIEW

The Recreation and Wellness Intern will support and contribute to the initiatives of the Park Programs Department. The intern will have the opportunity to develop skills related to administering a volunteer trail ambassador program, development of public speaking skills, engaging with the public, leading tours, support in the development of collateral materials for public interpretation and wayfinding, documenting visitor feedback, fostering programmatic partnerships, and other related tasks and skill development. This internship is a career development opportunity designed to give emerging professionals a venue for improving skills in volunteer coordination, program evaluation, partnership building, community engagement, and public interpretation. Through the 10-12 month program, the Recreation and Wellness Intern will also gain a deep understanding of the Presidio and the Presidio Trust.

Recreation and Wellness Focus: While the Recreation and Wellness Intern will be exposed to all parts of the Park Programs Department, the primary day to day tasks will involve supporting the coordination of our volunteer trail ambassador program and welcoming the public to activate the Presidio trail network.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the coordination of the Volunteer Trail Ambassador Program. Tasks include supporting day-to-day communications and coordination with existing ambassadors, scheduling shifts, tracking and reporting related to volunteer hours, and support with volunteer recruitment and onboarding and ongoing volunteer enrichment training and learning opportunities.
- Receive in depth training and then spend time as a trail ambassador, greeting visitors, providing background information about art works, the trail network, the park setting and assisting in orientation and way-finding.
- Assist in documenting public use levels and feedback, and provide creative ideas to address public feedback (where appropriate).
- Support the development of programmatic partnerships aimed at promoting and maximizing the public health benefits of the Presidio Trail network.
- Help maintain a network of infrared counters, which count people on trails. Tasks may include monthly counter inspection, data download and compilation, and report preparation.
- Support an existing Trail Volunteer Stewardship Program. Tasks include acting as a liaison with the Trust Volunteer Team and Trust Trail Maintenance Team, helping to identify appropriate volunteer projects, support with tool and equipment maintenance, and program execution.
- Support temporary trail closures by assisting with the installation of trail closure signage as necessary and fulfilling the role of a Project Information Coordinator, to help inform the public of park projects.
- Support various Presidio Trust public events and programs, including Presidio Picnics.
- Provide other general administrative support.

QUALIFICATIONS

- Positive and flexible attitude
- Professional demeanor
- Ability to work well with others including agency staff, interns, partnering organizations, and the general public
- Background in Park Management, Volunteer Programs, Recreation, Art, Trails or other related field desirable, but not required
- Excellent oral and written communication skills with exceptional customer service skills and ability to present information and respond to questions from colleagues and the general public.
- Detail-oriented and organized
- Good follow-through
- Strong interpersonal skills
- Ability to work both collaboratively and independently with minimal supervision
- Enjoy working with a diverse community of people of all ages
- Computer experience in Microsoft Outlook and Office, including Excel
- Desire to work both outdoors (during inclement weather) and indoors
- Must be a US Citizen and at least 21 years old
- Must possess a valid State driver's license
- Bilingual a plus

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- The position requires periods of standing, walking, climbing, and at times 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.
- Some work is performed around heavy equipment.
- There may be exposure to poison oak.
- Indoor work is performed in a typical office setting with shared work stations.
- 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.
- The intern may be required to work occasional evenings.

WHY APPLY

- Opportunity to live, learn, and work in a national park setting
- Gain professional development in a team setting
- Learn valuable skills in park stewardship, volunteer coordination, and community engagement
- Develop leadership and public speaking skills
- Gain experience in program development and evaluation
- Receive in-depth training on the natural and cultural history of the Presidio
- Work with staff and volunteers from diverse backgrounds who share a common interest in welcoming the public to the Presidio
- Be a member of a growing dynamic team committed to high quality programs in the park

TERMS

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

Application Deadline: Open until filled

Start Date: As early as June 2016

Length of Position: 10-12 month commitment

Schedule: 40 hours per week, Thursday - Monday schedule with flexibility including occasional holidays and evenings

Stipend: \$300 every two weeks

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

Housing: Interns are provided single occupancy dorm-style housing in the Presidio and abide by a set of residential rules. You must live in the housing provided to receive the stipend; we cannot accept non-residential interns. If you are interested in non-residential opportunities, please visit our volunteer page at www.presidio.gov/volunteer

TO APPLY

Interested candidates should send a cover letter, resume and at least two references by email to Amy Deck at interns@presidiotrust.gov. PDF format is preferred but Microsoft Word versions are acceptable. If you are unable to submit a digital application, you may submit a paper application to:

Presidio Trust
Amy Deck
103 Montgomery Street
San Francisco, CA 94129

Your cover letter should provide a brief explanation of your interest in the position relative to your future educational and/or career goals. The strongest applicant will communicate what they will contribute to the Presidio Trust and how the Park Programs Department can help them to achieve their future goals with specific reference to the position description. Be sure to include why you are interested in working with volunteers. If you have any special skills or interests, please include them. The resume should outline the applicant's relevant experience and include contact information for two references familiar with the applicants' previous work or academic experience.

We will review applications received and will select some or all for interviews to be conducted at a mutually arranged time. Applications will not be kept on file after a decision is made. If you were not accepted for a position and wish to be considered for a future posting, you will need to reapply.

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