



Presidio Trust

INTERNSHIP OPPORTUNITY

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

Position Title: Volunteer Program Coordination Intern

Department: Presidio Trust Volunteer & Internship Program

Reports To: Kai Forsley, Volunteer Program Coordinator

Are you passionate about parks, interacting with people, and working with databases?

Join the Presidio Trust's Volunteer & Internship Program team and help support our growing community of park volunteers! We are looking for an Intern who is excited to learn the ins-and-outs of operating a large-scale park volunteer program, including supporting efforts to track volunteer statistics and impact using a new volunteer data management system.

ABOUT THE PRESIDIO + THE PRESIDIO TRUST

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 1,500-acre 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 this former military post 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.

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 assist with all aspects of volunteer program coordination. The Intern will gain valuable experience in volunteer engagement, event coordination, and data management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the behind the scenes management of a variety of volunteer opportunities including volunteer events, drop-in programs, group service projects, and individual positions
- Assist with tracking volunteer statistics and accomplishments using a Salesforce platform volunteer data management system
- Work with field staff to implement volunteer stewardship projects, including supporting drop-in programs, group service projects, and volunteer events including National Trails Day, Coastal Cleanup Day, and MLK Day of Service
- Help with volunteer outreach and recruitment
- Assist with orientation and training for new volunteers and interns
- Assist with volunteer enrichment and recognition activities and events
- Assist with monitoring volunteer supplies and keeping supply areas organized
- Provide general administrative support and participate in Presidio Trust public events

DESIRED QUALIFICATIONS

- Commitment to volunteerism and community service
- Previous experience as a volunteer or working with volunteers desired
- Enjoys working with data and has experience working with databases
- Detail-oriented and organized
- Strong interpersonal skills
- Enjoy working with a diverse community of people of all ages
- Positive attitude and ability to work with a professional demeanor as part of a team
- Ability to work independently with minimal supervision
- Computer experience in Microsoft Office
- Experience with photography desired
- Comfortable working both outdoors and indoors
- Must be a US Citizen and at least 21 years old
- Must possess a valid State driver's license

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.

WHY APPLY

- Gain professional development in a team setting
- Learn valuable skills in volunteer program coordination, data management, 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.