



August 8, 2012

To Interested Applicants:

The attached describes a long-term volunteer internship position with the Presidio Trust in San Francisco. This position is located in the Presidio Trust's Division of Park Planning, Projects, and Programs. The volunteer intern will work directly with the Presidio Trust Volunteer Program Manager to support implementation of the Presidio Trust Volunteer Program. The duration of the position is 10-12 months and will begin in October, 2012.

The position includes work and housing on-site at the Presidio, a former military post that is now a national park. The attached provides an overview of the anticipated work duties, desired qualifications, housing accommodations and stipend. The successful applicant must sign an agreement for donated services and abide by the Trust's lodging rules.

Interested applicants must email a cover letter, resume, and at least two references to Jenny McIlvaine at jmcilvaine@presidiotrust.gov. PDF format is preferred but Microsoft Word versions are acceptable. The position is open until filled.

The Presidio Trust will review applications received and will select some or all for phone interviews to be conducted at a mutually arranged time.

Thank you for your interest. If you have any questions please contact Jenny McIlvaine at (415) 561-5333.

The Presidio Trust Volunteer Internship Position Description

Position Title: Volunteer Intern - Presidio Trust Volunteer Program
Division: Park Planning, Projects, and Programs
Reports To: Jenny McIlvaine, Volunteer Program Manager

SUMMARY

Supports implementation of the Presidio Trust Volunteer Program under direction of the Presidio Trust Volunteer Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist with coordination of volunteer drop-in programs and special volunteer youth and adult group programs, including meeting and transporting volunteers, signing-in volunteers, preparing and serving snack, taking photos, providing volunteer supervision support to project leaders, helping with project prep and cleanup, and reporting volunteer statistics and accomplishments; Work closely with forestry, trail, and grounds staff to plan and implement volunteer stewardship projects. Support volunteer events including, but not limited to, Coastal Cleanup Day, Veterans Day, Presidio Planting Day, MLK Day of Service, and National Trails Day; assist with coordination of AmeriCorps NCCC teams; help with volunteer outreach, recruitment, orientation, enrichment and recognition; assist with volunteer intern orientation and recordkeeping; maintain volunteer tool trailers and tool and supply storage rooms; and provide general administrative support.

QUALIFICATIONS

Previous experience working with volunteers desired; commitment to volunteerism and community service; 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 and Excel; desire to work both outdoors and indoors; ideally has experience with trail work, gardening, and/or forestry work; bilingual a plus.

PHYSICAL DEMANDS

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. There may be exposure to poison oak.

WORK ENVIRONMENT AND HOURS

The position requires working both indoors and outdoors, both independently and as a team, and involves working with a variety of Trust department staff and volunteers. Indoor work is performed in a typical office setting. The volunteer intern will be required to drive or be a passenger in a motor vehicle. The position is for 10-12 months. The volunteer intern is expected to work 40 hours per week on a Tuesday through Saturday schedule.

ACCOMMODATION AND STIPEND

The position is considered volunteer. Volunteer interns will be required to sign the Presidio Trust's Volunteer Agreement. Volunteer interns will be provided dorm-style housing and must abide by the Presidio Residential Rules. Volunteer interns will also be provided a stipend of \$250 that will be paid bi-weekly.