



Presidio Trust

INTERNSHIP OPPORTUNITY

Presidio of San Francisco, Full-time, 11 months, Housing + Stipend

Position Title: Education Intern

Department: Presidio Trust Heritage Program

Reports To: Jules McKnight, Outreach Specialist

Are you passionate about teaching Bay Area youth about heritage?

Join our dynamic team and support the Heritage Program's growing educational programs! The Heritage Program reveals and elevates the Presidio, encouraging people to connect more deeply with our shared heritage. It does this by: involving people in the unfolding story of the Presidio, connecting the Presidio to the larger American experience, sharing knowledge of this national historic landmark, and building relationships with new and diverse communities. Our educational team is committed to providing meaningful and memorable experiences to people of all ages and backgrounds. We spark curiosity, encourage critical thinking, broaden understanding about our shared heritage, and promote stewardship and leadership into the future by connecting community members to this place. We are looking for an intern who is excited to work with Bay Area youth and encourage them to connect more deeply with our shared heritage.

POSITION OVERVIEW

The Heritage Education Intern will support the educational initiatives of the Presidio Trust Heritage Program. The intern will be expected to lead both environmental and cultural educational programming in the form of field trips, after school programs, camps, and family events for youth ranging from pre-K through high school as well as for some adult audiences. The intern will also assist education staff with the development and implementation of new education programs and outreach initiatives. The internship is a career development opportunity designed to give emerging professionals a venue for improving skills in informal education, curriculum development, program evaluation, community engagement, and public interpretation of the Presidio's natural and historic sites.

THIS POSITION IS BEST FOR SOMEONE WHO

- Is interested in pursuing a career in informal education (outdoor education or museum based)
- Is interested in a career in National Parks
- Is considering a higher degree in informal education (museum studies, public history, environmental education, etc.)
- Is considering becoming an elementary, middle, or high school teacher
- Wants to learn more about the relationship between cultural and environmental education
- Wants experience connecting urban youth to a natural environment

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead field trips on a weekly basis
- Facilitate weekend drop-in family crafts
- Receive in-depth training on the history, archaeology, and the local environment

- Receive in-depth training on educational techniques, including working with various age ranges, connecting diverse, urban students to the environment, working with at-risk students and students with special needs
- Assist education staff in the creation and implementation of new educational programs including field trips, camps, after school programs, teacher workshops, volunteer activities and public events
- Assist in the evaluation of current educational programs and strategies for program improvements
- Provide administrative support, coordination with various partner organizations, and participate in Presidio Trust public events and programs

QUALIFICATIONS

- Positive attitude and professional demeanor
- Ability to work well with others including agency staff, outside organizations, and the public
- Background in Education, Environmental Education, History, Archaeology, Environmental Studies/Science or other related field desirable, but not required
- Ability to work with students of various age ranges and backgrounds
- Experience working with youth
- Detail-oriented and organized
- Strong interpersonal and public speaking skills
- Ability to work independently with minimal supervision
- Enjoy working with a diverse community of people of all ages and backgrounds
- Computer experience in Microsoft Office and Excel
- Desire to work both outdoors and indoors
- Must be a US Citizen and at least 21 years old
- Must possess a valid State driver's license
- Bilingual a plus (Spanish or Chinese preferred)

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- The position requires periods of standing, walking, 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. 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 may 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.
- The intern may be required to work occasional evenings

EXPERIENCE OFFERED

- Gain professional development in a team setting
- Learn valuable skills in informal education, curriculum and program development, and community engagement
- Develop leadership and public speaking skills
- Work in the Officers' Club classrooms, where you will have exposure to teachers from around the Bay Area as well as many museum professionals

- 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
- Be a member of a growing dynamic team committed to serving youth and sharing its passion for learning and teaching

TERMS

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Interns are required to sign the Presidio Trust's Volunteer Agreement. Interns considered for the Heritage Education Internship will be subject to a background check prior to hiring.

Education internships are offered twice a year, with start dates in January and June.

Application Deadline: October 1 (January start) and March 1 (June start)

Decision Date: December 1 (January start) and May 1 (June start)

Start Date: January 15 (January start) and June 15 (June start)

Length of Position: 11 months

Schedule: 40 hours per week with regular weekend shifts. Occasional holidays and evenings may be required.

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. If you are interested in non-residential opportunities, please visit our volunteer page at www.presidio.gov/volunteer.

TO APPLY

Applications are accepted on an ongoing basis. Interested candidates should send a cover letter, resume and at least two references (see below for cover letter tips) by email to Jules McKnight at fieldtrips@presidiotrust.gov. PDF format is preferred but Microsoft Word versions are acceptable.

Your cover letter should provide a brief explanation of your interest in the position relative to your future educational and career goals. The strongest applicants will be clear about what they can contribute to the Heritage Program with specific reference to the position description and will state why the applicant wants to work with youth. If you have any special skills or interests, please include those. The resume should outline the applicant's relevant experience and include contact information for two references familiar with the applicant's 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 in one round and still wish to be considered for the next round, 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.

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 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 preserve 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.