

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Cuyahoga Valley National Park Internship Opportunity

- Position Title:** Park for All Administrative Assistant
- Dates of Internship:** Mid May - August 2014
- Hours:** 10-20 hours/week. Flexible schedule. Primarily weekdays during the work hours of 8:30 a.m. to 5 p.m. May have to work some special events on weekends and holidays. Office and work-from-home.
- Location:** South Duplex - 10168 Riverview Rd. Brecksville OH, 44141
- Duties:** Assist Cuyahoga Valley National Park and its partners in reaching its full potential as a national park that is relevant, welcoming, and accessible to all visitors, regardless of background or ability. Duties may include administrative support for: park involvement in the Gay Games (August), pilot testing new Junior Ranger Handbook activities with volunteer families, Towpath Trail exhibit replacement planning, outreach to disability service organizations, Park for All volunteer recruitment, and expanding the park photo collection to include more diverse audiences.
- Skills Required:** Superior organizational skills. Ability to sensitively, effectively, and professionally communicate with people of diverse background verbally and in writing. Proficiency in Microsoft Word. Experience working with people with disabilities and/or knowledge of best practices in accessibility is preferred. Skill in digital photography (or a willingness to model) is preferred.
- Requirements:** Majors preferred: Recreation and Park Management, Human Development and Family Studies or comparable course work.
- Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required.
- Local candidates only.
- Salary/Benefits:** No stipend is available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
- Outcomes:** Integrate academic theory with practical experience. Gain project management experience. Work with experienced communication professionals and diverse visitors, volunteers, and potential partners. Network with professionals. Learn skills to advance your career.
- How to Apply:** Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.

