

# Cuyahoga Valley National Park Volunteer Program

## Building a Community of Park Stewards



## Conservancy for Cuyahoga Valley National Park Internship Opportunity

- Position Title:** Volunteer Services Intern
- Dates of Internship:** February 1 to May 2
- Hours:** 15-20 hours/week. Flexible within general hours are 9 a.m. to 5 p.m. Monday - Friday with some evenings, holidays, and weekends required. Office and work-from-home.
- Location:** Volunteer Management Office - 1571 Boston Mills Rd., Peninsula, OH 44264
- Duties:** Assist with recruitment of volunteers from diverse audiences and placement of new volunteers and interns. Help institute new volunteer welcome procedures. Assist with planning and implementation of large-scale Day of Service events, Alternative Spring Break, and corporation/community organization volunteer experiences including: managing registration, advance communications, and follow up communications. Update volunteer management paperwork including; revising agreement templates, creating a safety analysis bank, and obtaining updated volunteer contact information and agreement forms.
- Skills Required:** Collaboration, customer-oriented, attention to detail, strong written and oral communication, problem-solving, and word processing. Experience in volunteer management, project management, customer services, or park and recreation is preferred. Must have the ability to read and communicate verbally and in writing in the English language. Ability to work in a team environment as well as operate independently. Must be willing to work flexible hours including evenings and weekends. Regularly required to stay stationary in a quiet office environment. Occasionally required to lift up to thirty pounds.
- Requirements:** Must have completed 3-4 years of college courses and be proficient in various Microsoft Office products. 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:** \$300 Travel Stipend 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:** Gain experience in working with volunteers. Learn and practice volunteer management best practices. Develop project management skills. Attend volunteer management and interpretation classes and meetings. Experience working in a urban national park, alongside National Park Service and park partner staff.
- How to Apply:** Send résumé and cover letter to [apply@forcvnp.org](mailto:apply@forcvnp.org) with the position title as subject line.

