



Valley Forge National Historical Park Interpretation and Education

Position Description Community and Diversity Coordinator Internship

Job Title: Community and Diversity Coordinator- Internship (non-paid)

Job Description: College and graduate level students have the opportunity to gain valuable hands-on experience applied to a career in the *Public History* and *Community Development* profession. Diversity coordinators will work closely with the park's interpretive and educational staff. They will create new and solidify existing partnerships with diverse communities in the park's surrounding metropolitan and suburban areas. These partnerships should encourage visitation, participation and involvement of groups who may have previously lacked access to Valley Forge National Park. Toward receiving a well-rounded exposure to a career in public history, interns will also have the opportunity to learn basic interpretive and visitor services skills by observing park interpretive staff. The internship will include assigned readings on the history of the Valley Forge encampment and selected readings on the relationship of public history sites to their surrounding communities, diversification of park outreach, and how to present multicultural perspective to varied populations. The internship will require professionalism, attention to details, good oral and written communication skills and cooperation with park staff. The intern will work toward the requirements of the pre-arranged internship to fulfill the mission of the National Park Service. Specific intern activities will vary depending on current park needs and projects, but will include the following duties and responsibilities.

Duties/Responsibilities:

Partnership Development: Interns will work closely with local communities, school districts and historical societies in the Philadelphia Metro Area to develop partnerships with African American, Native American, Latino communities, and underserved groups to encourage access to Valley Forge. Interns will coordinate visits, talks and programs for these groups and visitors, encouraging these communities to tell their story at public programs held at the park or during pre-existing park events. Programs will also invite groups and visitors to engage the park story through direct contact with the resource and to utilize the park as a venue for their stories. Intern will continue outreach with already existing partnerships community partnerships in the surrounding area.

Public Programs and Outreach: Interns will gain experience in the area of public outreach, community engagement and cultural development through work with park staff and surrounding communities. Interns will coordinate a public program with a local group to present their stories at the park.

Internship Log: Intern will maintain work log as required by university or NPS program. Interns will submit bi-weekly reports to Intern Coordinator and other staff.

Visitor Services: Intern may also assist with standard operations at main interpretive sites and help with special events.

Benefits:	<p>Potential Dorm Style Housing on Park Property</p> <p>Internship course credit as established by student's university, if applicable</p> <p>NPS Volunteer/Intern polo shirt with logo</p> <p>20% discount at park's Encampment Store</p>
Qualifications:	<p>Community Coordinator Intern must:</p> <ol style="list-style-type: none"> 1. Be Enrolled in a college or graduate degree program majoring in history, education or community planning. 2. Maintain a minimum 2.5 GPA 3. Be at least 18 years of age. 4. Be punctual, reliable, resourceful and detailed-oriented. 5. Be able to communicate accurate information with visitors and other NPS staff, including supervisors. 6. Be able to work alone or with others, paid or unpaid, of diverse backgrounds. 7. Maintain a valid driver's license for transportation. 8. Pass a criminal background check. 9. Be proficient in Microsoft Office Software, particular Word, adept with a PC operating system and capable of effective web based research.
Time Commitment:	<p>6 to 12 weeks. 30-40 hours per week, (40 hours required if housing requested). Internship duration, beginning and end dates dependent on student's university schedule.</p>
How to Apply:	<p>To apply for the academic internship through the Interpretation and Education division of Valley Forge National Historical Park, please submit the following to the division Internship Coordinator, Sara Karpinski. Please submit the following documents through the mail:</p> <ol style="list-style-type: none"> 1. Resume 2. Cover letter indicating the experience you hope to gain through the internship and applicable skills and related previous experiences. 3. A recommendation from your major advisor, including a statement of current academic standing and GPA
Internship Coordinator:	<p>Sara Karpinski Valley Forge National Historical Park 1400 North Outer Line Drive King of Prussia, PA 19406.</p> <p>For specific information on internship opportunities with the Interpretation and Education Division, contact Sara Karpinski at Sara_A_Karpinski@nps.gov</p>
Park Information:	<p>Located approximately 20 miles northwest of Philadelphia, Valley Forge National Historical Park commemorates the 1777-1778 winter encampment of the Continental Army under the command of General George Washington. The park encompasses about 3,700 acres and receives about 1.2 million visitors annually. The park provides a variety of cultural and natural resource opportunities. For additional information please visit the park's website at www.nps.gov/vafo.</p>