Women's Rights National Historical Park

Experience Your America through an Internship

VOLUNTEER-IN-PARKS Positions open

Conference, Convention Days, and Anniversary Coordinators	Supervisor: Chief of Interpretation Location: 136 Falls St, Seneca Falls, NY 13148 Applications accepted by email: Subject line to read recruiting Email to John_Stoudt@nps.gov 315-568-2991, ext. 3004

Job Description: Plan for major park events such as Women's History conferences, Annual Convention Days celebration, Women's History Month events, Founder's Day events, National Park birthdays, National Park Week and other park sponsored/organized events.

Addresses logistics for the events, creates schedules for events, implements plans at events, documentation of events and debrief meetings. Photography and computers skills needed.

Time Commitment – varies with calendar of events, predictably intense during week before and week of event. Meetings could be once a month, weekly or biweekly during intervening months.

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Skills and qualifications: Superior attention to detail, organizational skills, ability to get along with others, , ability to work well under stress, thoroughness, basic MS Office programs, demonstrated ability to plan events (previous experience). Excellent communication skills and the ability to anticipate challenges or problems.

Skills to Be Developed in the Course of the Volunteer's Work - Volunteer will develop partnership skills, communication skills and logistical skills while learning the operations of a small National Park site. Volunteer will develop skills in multi-tasking, planning and follow through will be enhanced. Volunteer must wear Volunteer Uniform shirt and nametag (provided) while on duty.

Training Required: Background Investigation

Computer Security Training

Eppley Institute courses on NPS

Orientation to Women's Rights National Historical Park

Reviewed by: Mary Kline **Last updated: 1/08/2012**