



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Conservancy for Cuyahoga Valley National Park
Assignment Address: 1571 Boston Mills Road, Peninsula, OH 44264
Job Category (Select up to 2): Customer Service/Office Administration Other
Work Schedule/Hours: 20 hours/week for the first two weeks, then 15 hours a week for the final four weeks
Internship Duration: Other
Internship Dates (Start/End): June 8, 2020 / July 17, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

The Conservancy for Cuyahoga Valley National Park is the primary non-profit friends group that works in partnership with the National Park Service to inspire use, appreciation, and support of Cuyahoga Valley National Park (CVNP). The accepted intern will work with staff at the Volunteer Management Office, which is home to the co-managed volunteer program of CVNP.

Job Responsibilities: (e.g. functions and/or projects)

- Assist park staff in facilitating volunteer events for park visitors, community groups, and corporate groups.
- Help to create recruitment tools to increase CVNP's volunteer base.
- Develop relationships with diverse community groups to increase diversity among CVNP volunteers.
- Take part in the planning and facilitation of family oriented days of service in and/or outside of the park.
- Help maintain accurate records and an up to date volunteer database to track volunteers' impact.

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Strong organization and communication skills.
- Must be comfortable gathering and speaking to groups of park visitors.
- Ability to professionally respond to emails and phone calls on Conservancy equipment.
- Able to comfortably work in an office setting and also outdoors in a range of conditions.

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Familiar with Microsoft Office Suite.
- Experience working with diverse audiences.
- Self-motivated with the ability to work well independently and also as part of a group.