



## DELAWARE STATE PARKS PLANNING AND GRANTS INTERN

<b>Type of Recruitment</b>	Casual Seasonal (Summer Intern)
<b>Pay</b>	\$17/Hour
<b>Agency</b>	DNREC/Parks and Recreation/Planning Section
<b>Employment Term</b>	Full-time/12 Weeks
<b>Location(s)</b>	The intern will work at least 1 day per week at the office, located in the Richardson and Robbins Building, 89 Kings Highway, Dover, DE 19901. Additional workdays may be in the field, or may be telework.

### Introduction

The [Delaware Department of Natural Resources and Environmental Control](http://dnrec.delaware.gov) protects and manages the state's natural resources, protects public health, provides outdoor recreational opportunities and educates Delawareans about the environment. The intern is part of the Division of Parks and Recreation's Planning Section, which works to advance the Department's mission to protect Delaware's environment for current and future generations. For more information, visit the website at [dnrec.delaware.gov](http://dnrec.delaware.gov) and connect with @DelawareDNREC on [Facebook](#), [Instagram](#), X (formerly known as [Twitter](#)) or [LinkedIn](#).

### Summary Statement:

The Park Planning and Grants Intern will assist in supporting and advancing strategic park planning and grant initiatives across Delaware's state parks system. This role provides a unique opportunity to work directly with park staff, Friends Groups, municipal representatives, and the public to drive essential planning and funding projects. The intern will contribute to park priority planning, master planning efforts, and federal and local grant programs, helping to enhance recreational facilities, conservation efforts, and community engagement within state parks.



### **Job Duties:**

- **Annual Park Priority Planning for 17 State Parks**
  - Collaborate with park staff to identify and prioritize park improvement initiatives.
  - Facilitate communication with Friends Groups to gather input and foster community support.
  - Implement Geographical Information System (GIS) mapping updates.
- **Park Master Planning for 1-2 State Parks**
  - Support engagement efforts with park staff and Friends Groups in planning processes.
  - Coordinate with stakeholders and the public through surveys, open houses, and other outreach activities to collect feedback on master planning projects.
- **Federal Grant Process for State Parks (as Grantee)**
  - Assist with applications and project planning for the Land and Water Conservation Fund (National Park Service).
  - Contribute to the Recreational Trails Program (DelDOT/Federal Highway Administration) initiatives.
  - Support the Campground Planning initiative under the Economic Development Administration.
- **Local Grant Process for State Parks (as Grantor)**
  - Participate in administering the Outdoor Recreation Parks and Trails (ORPT) Grant Program.
  - Engage municipal and county park staff and consultants in the grant application and approval process.

### **Job Requirements:**

Please attach a resume with your online application or include a cover letter to provide a detailed description of how your education, training and/or experience meets each job requirement including employer, experience/responsibilities and dates (month/year) of employment/training.

A portfolio of work samples will be requested by those invited to interview.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Must be a current college student or recent college graduate
- Demonstrated knowledge of MS Office applications



### **Additional Posting Information:**

The State of Delaware recognizes the value of telework and flexible working schedules. This position is eligible for Telework and Alternative Work Schedules according to the State of Delaware's Alternative Work Arrangement Policy. More information will be shared at the time of interview.

This position will have statewide responsibilities which requires travel throughout the State. The State of Delaware provides transportation services to State agencies.

### **Schedule:**

- The intern must be able to manage multiple projects at once in a fast-paced, deadline-driven environment, and be able to work some evenings and weekends as projects dictate and to meet deadlines.
- The intern will work up to 37.5 hours per week; varied schedule.
- The intern will work at least one day per week at the office/studio, located in the Richardson and Robbins Building, 89 Kings Highway, Dover, DE 19901. Additional hours will be in the field or on location, or may be telework.
- Casual/Seasonal Employees are not eligible for state plan benefits.

### **Condition of Hire:**

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

Applicants must be legally authorized to work in the United States. The State of Delaware Executive Branch participates in the Federal E-Verify system where the State will provide the federal government with each new hires Form I-9 information to confirm that you are authorized to work in the U.S. For more information refer to our job seeker resources.

As a condition of hire you must possess a valid driver's license (not suspended, revoked or canceled, or disqualified from driving).



### **Selection Process:**

The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application, all future correspondence related to your application will be sent via email. Please keep your contact information current.

### **Accommodations:**

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, call 302-739-5458. TDD users should call the Delaware Relay Service Number 800-232-5460 for assistance.

The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.