



DELAWARE DEPARTMENT OF
**NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

89 Kings Highway
Dover, DE 19901
302-739-9000
dnrec.delaware.gov

VOLUNTEER AND WORKFORCE DEVELOPMENT INTERN

Type of Recruitment	Casual Seasonal (Summer Intern)
Pay	\$17/Hour
Agency	DNREC/Parks and Recreation/Operations
Employment Term	Full-time/12 Weeks
Location(s)	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** 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 Operations 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 and connect with @DelawareDNREC on [Facebook](#), [Instagram](#), X (formerly known as [Twitter](#)) or [LinkedIn](#).

Summary Statement:

As a Workforce Development Intern, you will contribute to the evaluation and enhancement of workforce programs within Delaware State Parks which includes Internships, Youth Corps, Work-based Learning, Volunteer Hosts, and Apprenticeship Programs. This internship offers an opportunity to engage with various aspects of workforce planning, training, and development initiatives aimed at building a skilled and diverse workforce to support the operations and mission of the park system. By collaborating with park management, field staff, program participants, and external partners, you will play a key role in identifying workforce needs, implementing training programs, and promoting career development opportunities.

This position will work directly with the Chief of Volunteer and Community Involvement.



Job Duties:

- Assist in the development and implementation of training programs for program participants, including orientations, safety training, technical skills development, and leadership training, to enhance workforce capabilities.
- Collect and analyze workforce data, including demographic information, turnover rates, training outcomes, and employee satisfaction surveys, to evaluate the effectiveness of workforce development initiatives and inform decision-making processes.
- Cultivate partnerships with educational institutions, vocational training providers, workforce development agencies, and industry partners to leverage resources and expertise in support of workforce development goals and initiatives
- Provide administrative support to workforce development initiatives, including scheduling meetings, preparing materials, maintaining records, and assisting with budget management and grant reporting requirements, as needed.
- Assist in coordination of Division internship program
- Assist in coordination of Program related events
- Other duties as needed

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 interest in environmental stewardship and conservation initiatives
- Demonstrated interest in Workforce initiatives
- Experience in developing educational opportunities and trainings
- Data collection, evaluation, and reporting experience a plus



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).



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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 on-line, 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 please 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.