



# Community Support Organization Intern

**Type of Recruitment:** Casual Seasonal (Summer Intern)

**Pay:** \$18.50 per hour

**Agency:** DNREC Division of Parks and Recreation/Operations Section

**Employment Term:** Full-time / 12 Weeks

**Location(s):** Richardson & Robbins Building

89 Kings Highway SW, Dover, DE 19901

## Introduction

The **Delaware Department of Natural Resources and Environmental Control** (DNREC) protects and manages the state's natural resources, safeguards public health, provides outdoor recreational opportunities, and educates Delawareans about the environment.

This internship is housed within the **Division of Parks and Recreation** and supports the **Volunteer and Community Involvement Unit**, which oversees Community Support Organizations (Friends groups), volunteers, workforce programs, grants coordination, and strategic partnerships across Delaware State Parks.

Community Support Organizations play a critical role in advancing park stewardship, fundraising, advocacy, programming, and volunteer engagement. Strengthening these partnerships and fostering collaboration among Friends groups is a key strategic priority for the Division.

For more information, visit [dnrec.delaware.gov](http://dnrec.delaware.gov) and follow @DelawareDNREC on Facebook, Instagram, X (formerly Twitter), and LinkedIn.

## Summary Statement

The Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Parks and Recreation manages Delaware's state park system, preserving natural, cultural, and recreational resources while providing meaningful outdoor experiences for the public. Community Support Organizations, commonly referred to as Friends groups, play a critical role in advancing this mission by supporting stewardship, fundraising, advocacy, volunteer engagement, and public programming across the park system.

This position will support the Chief of Volunteer and Community Involvement in strengthening and advancing partnerships with Community Support Organizations statewide. The intern will assist with strategic planning, research, and implementation efforts focused on improving communication, training, collaboration, and long-term sustainability among Friends groups.

Key responsibilities include researching best practices for nonprofit–agency partnerships, supporting the development of trainings and leadership resources, assisting with planning Friends-focused events, and finalizing the Friends and Partners Hub/Website as a centralized tool for organizational support and engagement.

Through this internship, the successful candidate will receive various benefits, including:

- **Hands-on Experience** – by contributing directly to real-world strategic initiatives that support nonprofit organizations and public-sector partnerships, including development of trainings, tools, and resource platforms used by Friends groups statewide.
- **Skill Development** – by building and strengthening skills in research, synthesis, writing, project planning, and independent work management. Interns will gain experience translating complex information into clear, actionable guidance for diverse audiences.
- **Professional Exposure & Networking** – by working closely with the Chief of Volunteer and Community Involvement and engaging with park leadership, Friends group leaders, and external partners across the state park system.

- **Resume Enhancement** – by gaining applied experience in nonprofit support, strategic planning, and partnership development within a large public agency, positioning the intern competitively for future roles in nonprofit management, public administration, community engagement, or related fields.
- **Personal & Professional Growth** – by navigating independent projects, managing responsibilities with limited supervision, and contributing meaningfully to initiatives that require initiative, adaptability, and thoughtful problem-solving.

Overall, this DNREC internship offers a substantive, skill-building experience that blends strategic thinking with practical application, providing the intern with valuable professional competencies while strengthening the partnerships that support Delaware State Parks.

### Job Duties

- Assist in research and analysis of best practices related to Friends groups, nonprofit governance, fundraising, board development, and agency–nonprofit partnerships
- Support strategic planning efforts for Community Support Organizations, including identifying gaps, opportunities, and recommendations for strengthening partnerships
- Assist in the development of trainings, workshops, and resource materials for Friends group leaders and boards
- Support planning and coordination of Friends- and partner-focused events, meetings, and leadership forums
- Assist in the development and finalization of the Friends and Partners Hub/Website, including content organization, resource development, and usability review
- Help identify opportunities to strengthen collaboration among Friends groups and between Friends and Delaware State Parks
- Draft summaries, guidance documents, and resource materials for internal and external use
- Provide limited administrative and project support as needed, including organizing materials, tracking progress, and preparing documentation

- Other duties as needed in support of Community Support Organizations and partnership initiatives
- Other duties as required

## Job Requirements

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

- Valid Driver's License
- Ability to pass a background check
- Demonstrated interest in nonprofit organizations, community engagement, public service, or partnership development
- Strong research, writing, and organizational skills
- Ability to work independently, manage multiple projects, and meet deadlines with limited supervision
- Experience or interest in strategic planning, program development, or training development
- Comfort synthesizing information and producing clear, professional written materials
- Experience with websites, resource hubs, or content management platforms is a plus
- Willingness to work outdoors, in teams or alone, sometimes in adverse conditions
- Regard for and ability to follow State and Department policies, particularly safety

## Additional Posting Information

- The position is flexible as to start date and is for a maximum 12-week term.
- The position will not exceed 37.5 hours per week with varied schedule, potentially early mornings and late evenings.

- The intern must be able to manage multiple projects at once in a fast-paced, deadline-driven environment, and be able to work occasional evenings and weekends to support some events and projects.
- This position will have statewide responsibilities which require travel throughout the State. The State of Delaware provides transportation services to State agencies.
- The intern will work at least one day per week at the office/studio, located in the Richardson and Robbins Building, 89 Kings Highway SW, Dover, DE 19801. 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

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

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

The State of Delaware Executive Branch participates in the Federal E-Verify system. The State will provide the federal government with each new hire's Form I-9 information to confirm that they are authorized to work in the U.S. For more information refer to our job seeker resources.

### Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of education, training and experience as they relate to the job requirements of the position. It is essential that applicants provide complete and accurate information on their application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list the name of educational providers, training course titles and a summary of course content. Narrative information supplied in

response to the questions must be supported by the information supplied on the application including employment, education and training history as it relates to the job requirements.

Once an application has been submitted, all future correspondence related to the application will be sent via email. Please keep 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.