



# Park Planning and Grants 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 and 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 **Planning** section team. This division manages Delaware's state park system, preserving natural, cultural, and recreational resources while providing meaningful outdoor experiences for the public.

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 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.

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

- Collaborate with park staff to identify and prioritize park improvement initiatives.
- Facilitate communication with Friends Groups to gather input and foster community support.
- 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.
- 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.
- 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.
- 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
- Strong research, writing, and organizational skills
- Ability to work independently, manage multiple projects, and meet deadlines with limited supervision
- Comfort synthesizing information and producing clear, professional written materials
- 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 located in the Richardson and Robbins Building, 89 Kings Highway, 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.