

Historical Research Intern

DELAWARE STATE PARK INTERNSHIP PROGRAM



CLICK HERE TO APPLY: [Delaware State Parks Internship Program Application](#)

DESCRIPTION

As a Historical Transcription Intern, you will work remotely, but in close contact with our museum staff and gain hands-on experience with transcribing the daily logbook entries of the Indian River Life-Saving Station, dating 1877-1915.

LOCATIONS

- **Remote**

TERM OF SERVICE

- 6 months
 - Part Time 20-29 hours/week

RESPONSIBILITIES

- Transcription of daily logbook entries (logbooks have been digitized through National Archives)
- Data entry (daily weather data, shipping traffic data)
- Track and record dates of historic significance
- May assist with “on this day” social media posts and newsletter articles

REQUIRED SKILLS

- An interest in history, collections, or small museums
- Ability to understand and appreciate the historical context of the area
- Professional appearance and demeanor, responsible and trustworthy
- Works well independently
- Able to use basic computer equipment and standard Office software programs
- Organized and detail oriented
- Performs duties in compliance with Division and Park Customer Service Guidelines and Safety Guidelines

DIRECT SUPERVISOR

- The Direct Supervisor will be a Delaware State Parks professional designated by the park

BENEFITS

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. In addition to this formal and informal training to successfully conduct their internship assignment, interns will have the opportunity to build associated skills and share real-time experience

with park staff and colleagues. Training will be made available to the interns to further their personal and professional development. *****Most training opportunities are only available in-person*****

- **Housing:** Limited co-ed housing is available, at no fee, for interns providing full-time hours (30 or more per week). If selected for housing, an intern will share a house, duplex or dorm facility with other interns.
- **Activities:** Interns will have the opportunity not only to visit ALL Delaware State Parks at no fee, but also participate in many of the tours, programs, and associated events for free. Delaware State Parks span the length of the state and whether it be canoeing at Trap Pond State Park, surfing at Delaware Seashore State Park, attending a concert at Bellevue State Park, or touring the living history facility at Fort Delaware, there is certainly something for everyone.
- **Stipend Available:** Interns are not employees of the State of Delaware- they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of \$100 per week for service of 30 or more hours per week or \$50.00 per week for service of between 20 – 29 hours/ week paid biweekly as a direct deposit into the Intern’s bank account.
 - The stipend is not a wage, but does count toward the total income on which the intern’s tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 Request for Tax-Payer Identification as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.

All Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.

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The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce