

Hospitality/Facility Manager Intern

Bellevue State Park

DELAWARE STATE PARK INTERNSHIP PROGRAM



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DESCRIPTION

Interns in this position will be responsible for administrative management and event coordination for reservation of Bellevue special event facilities. Hospitality/Facility Manager will work with staff and customers on a daily basis. They will plan organize and manage special events. Applicants must be available to work weekends, evenings, and holidays as scheduled.

LOCATION

Bellevue State Park, Wilmington, DE
<https://destateparks.com/History/Bellevue>

TERM OF SERVICE

Year Round
Full Time 20-30hrs/wk.

RESPONSIBILITIES

- Provide customer services by explaining regulations, answering visitor requests, needs and complaints, and providing information about the park and surrounding areas.
- Plan, schedule, organize, and manage special events independently.
- Maintain records of rentals, usage activity, special permits issued, accounts receivable, accounts payable, and operating costs related to special event facility rentals.
- Maintain contact with caterers, tent rental companies, portable toilet rental companies, and other vendors related to the reservation of special event facilities.
- Inspect special event grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Independently coordinate set up and cleanup of special events.
- Act as primary point of contact and event coordinator for prospective and contracted clients.
- Schedule tours and walk-throughs with potential clients.
- Other duties as assigned

REQUIRED SKILLS

- Must be able to work flexible hours, including weekends, evenings, and special events
- Must be at least 18 years of age and have a valid driver's license
- Ability to work alone with little direct supervision

- Prior customer service and money handling experience a plus

DIRECT SUPERVISOR

The direct supervisor will be the Assistant Park Superintendent at Bellevue State Park.

BENEFITS

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. Includes Seasonal Interpreter Training and FA/CPR. 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.
- **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