

DELAWARE STATE PARK INTERNSHIP PROGRAM

ADMINISTRATIVE ASSISTANT INTERN

Location – Bellevue State Park – Summer/12 weeks/HT (20-30hrs/wk)

Internship Position Description

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DESCRIPTION

Interns in this position will be the “face” of Bellevue State Park. Interns will work directly with staff and customers on a daily basis, often serving as people’s first point of contact at Bellevue. Administrative Assistant interns will work closely with full time park staff in the Park Office. Interns will gain experience in report writing and submission, handling money and deposits, accounting, reservations and scheduling, and excelling in customer service. Interns will also be able to work on a specialized project to benefit the park and allow the intern to complete a portfolio-worthy project with the help and support of park professionals.

RESPONSIBILITIES

- Serve as the public’s first point of contact through face-to-face interaction and phone calls
- Complete and submit regular reports
- Assist in taking reservations and scheduling
- Handle money and reporting at the Point of Sale in the Park Office
- Create deposits and track self-registration
- Complete a specialized intern project (to be discussed and determined between the intern and supervisor)
- 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
- Ability to work alone with little direct supervision
- Prior customer service and money handling experience a plus

DIRECT SUPERVISOR

The direct supervisor to the Administrative Assistant intern will be the Administrative Specialist or the Assistant Park Superintendent at Bellevue State Park.

BENEFITS

- Stipend: Interns 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 more hours an intern serves, the greater the costs likely to be incurred. As a result, 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 – 30 hours/ week paid biweekly as a direct deposit into the Intern’s bank account.
- Taxes: No taxes are withheld from the stipend. 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. The stipend is not a wage, but does count toward the total income on which the intern’s tax obligation is based. Interns receiving less than \$600 in a calendar year are not subject to receiving a Form 1099.
- Housing: Some 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 receive free admission to all Delaware State Parks and the opportunity to attend most programs and activities at no fee.
- State computer access.

Additional interview screening questions:

- Previous customer service experience?
- Any prior money handling experience?
- Any special skill that you think we may be able to utilize for a specialized project?

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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