



**Northwest Youth Corps
Individual Placement
National Park Service
Longmire Visitors Center and Paradise Area
Mount Rainier National Park, WA – 20 weeks**

Position Title: Mount Rainier National Park – Volunteer Program Assistant Internship

Position Summary:

The National Park Service is recruiting **one** intern to assist the volunteer program at Mount Rainier National Park. The intern will divide their time between correspondence, scheduling, and administration, and coordinating one of the park's major volunteer programs two days a week. They will receive training in volunteer program management.

About Northwest Youth Corps (NYC):

Northwest Youth Corps was created in 1984 to offer teenagers and young adults an education-based work experience modeled after the historic Civilian Conservation Corps of the 1930's. Today, we serve over 1,000 youth and young adults each year across a four-state region who restore critical habitat, build trails, lead volunteers, and educate youth and young adults to learn, grow and experience success.

Duties and Responsibilities:

The intern will coordinate volunteer events and logistics. Specific activities include:

- Volunteer Outreach and Data Logistics (30%)
 - Maintain volunteer program records, including Volunteer Agreements, the Volunteer Database, records of hours, and volunteer applications; and serve as a primary point of contact for volunteers scheduling days of service with the Meadow Rover program and reservations in the volunteer program's Stewardship Campground.
- Volunteer Coordination and Placements (20%)
 - Assist the full-time Volunteer Program Manager and seasonal Volunteer-in-Parks Assistant in the day-to-day operation of the volunteer program. Correspond with potential volunteers and volunteer groups and work with park supervisors to match them up with potential volunteer projects; maintain and distribute supplies, such as volunteer uniforms; visit volunteer groups in the field to welcome them

and document their work with photographs and videos; and post about ongoing volunteer activities on social media.

- Direct Volunteer Orientation Services (40%)
 - Serve as the backup coordinator of the Meadow Rover volunteer program at Paradise on the primary Meadow Rover Coordinator's days off, two or three days a week. Check volunteers into service at the beginning of their day, assign them a radio, fill them in on current events, monitor their progress by radio throughout the day, and check them out of service at the end of the day. Assist with training throughout the season.
- Formal Training (10%)
 - The intern will receive training in volunteer program management, both in general and specifically as it applies to Mount Rainier and its activities. The intern will also participate in resource-oriented sections of seasonal interpretive training. Formal training will not exceed 20% of the members' total service hours.

Required Qualifications:

- Ages 18-30 (up to 35 for veterans)
- U.S. Citizen or lawful, permanent resident
- Must pass a background/driver check
- Ability to work in an office setting doing computer-based tasks two or three full days a week
- A positive attitude and ability to work with people of many different backgrounds
- Ability to quickly learn a complex program and assist in its implementation, with supervision
- Problem-solving skills
- Reliability and attention to detail
- Good written and verbal communication skills
- Ability to work both independently and as part of a team, and to provide leadership to volunteers

Desired Qualifications:

- Experience and skill with Microsoft software including Word, Excel, Access, Outlook, and Teams
- Experience working with volunteers or coordinating activities
- Ability to work out of doors in all kinds of weather at an elevation of 5,400 feet
- Ability to hike several miles in rough terrain.

Duty Location:

Duties are divided between offices at Longmire and Paradise in Mount Rainier National Park, Washington. The Paradise location may also include frequent work in the field on local trails.

Terms of Employment:

The intern will complete a 20-week term of service, starting approximately May 13 through September 28. **These dates may be shifted up to two weeks later to accommodate student schedules.** The intern will average 40 hours per week, minus holidays. The intern is responsible for providing their own housing and food, and personal transportation.

Program Benefits:

Interns will earn \$12,000 living allowance dispersed on a monthly basis throughout the 20 weeks. Health insurance is available for this position. The living allowance is taxable.

Application Instructions

Application Deadline: [Open Until Filled](#)

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: May 13 through September 28

Length of Term: 20

How to apply:

Please submit a **cover letter, resume, and contact information for three professional references** and completely fill out the application form found at

https://nwyouthcorps.workbrightats.com/jobsearch/?job_board_classification=Internships

Please select "Mount Rainier National Park – Volunteer Program Assistant Internship" when applying.

Additional Information

If you have questions about the position, please reach Northwest Youth Corps Internship Program Coordinator Molly Babcock at mollyb@nwyouthcorps.org, 541-421-3139 or Mount Rainier National Park Volunteer Program Manager Kevin Bacher at kevin_bacher@nps.gov.

All job offers are contingent upon the completion of a satisfactory background check (criminal history and driving history).