



Muir Woods Visitor Services Intern

Golden Gate National Recreation Area; In Person
Full-Time, Summer 2025

Available only to students currently enrolled at COM, CCSF, and SFSU

Organization Description:

Since 1981, the Golden Gate National Parks Conservancy (Parks Conservancy) has served as the nonprofit partner of the National Park Service, collaborating with the Presidio Trust, partners, donors, and the community to support the Golden Gate National Recreation Area (GGNRA). The GGNRA stretches across three Bay Area counties north and south of the Golden Gate Bridge and includes iconic places such as Muir Woods National Monument, Fort Point National Historic Site, Alcatraz Island, Crissy Field, Mori Point, Lands End, and the Presidio of San Francisco.

The Parks Conservancy engages at the intersection of national park sites, local communities, social justice, and climate resilience. Collaborating with partners, our staff are dedicated to enhancing public awareness and providing volunteer and educational opportunities in the parks. We are park builders, caretakers, ambassadors and educators, all working to connect people to parks in support of our vision *Parks for All Forever*. Join us.

Branch/Unit Description:

Are you someone who loves the outdoors, and also loves to adventure in redwood forests? Do you also love to talk to people and engage with people from young children to older adults? If so, this position may be for you. The Muir Woods Visitor Services and Interpretation team is looking for someone who has an interest and passion for learning about conservation, coast redwood forest, along with the biology of plants and animals that call Muir Woods home. This internship is

set in a fast-paced environment, where during the summer months you will talk to hundreds of people daily, giving directions to help them set up their day. The person selected in this position will also get a chance to do the work of a park ranger, telling the story of Muir Woods, swearing in Jr Rangers, conducting 15-minute Ranger Talks, and helping enforce park rules.

Position Overview:

The visitor services intern at Muir Woods will work alongside volunteers and staff, in a busy work environment welcoming in the over 1-million visitors to the park every year. The intern will walk and rove trails, answering questions, directing visitors to trails and park resources, and sometimes responding to medical emergencies or separated parties. Days are often spent outside, either working at an information desk, out on the park's trails, or conducting a 15-minute interpretive talk.

This position is located at Muir Woods. The start date for this position is June 3rd, 2025, with an end date of August 15th, 2025. Work is performed Fully in-person. The work schedule for this position is Tuesday-Saturday. Interns must be able to work in half-day or full day increments. Interns must have a Social Security Number or and Individual Taxpayer Identification Number to receive stipend. This position is only available to students currently enrolled at College of Marin, SF State University, and City College of San Francisco.

Reports To: Muir Woods Volunteer Coordinator

Learning Objectives:

- Opportunity to attend the workshops and trainings on a variety of topics including resume building and interview skills, park orientation and history, flora and fauna, mapping and monitoring, computer skills, and much more
- Opportunity to enjoy the scenery, wildlife and cultural resources of a spectacular National Park.
- Opportunity to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging the next generation of park stewards
- Opportunity for personal/professional development days to pursue an interest, including training and education days in various departments within the Park Service and Parks Conservancy
- Opportunity to interact and learn from fellow park interns at workshops, discussions, and Intern Spotlight Series days
- Learn the skills of Interpreting complex ecology of coast redwood trees and forest, telling the hard history of the site regarding Coast Miwok Native Americans, non-dominant narratives regarding John Muir, and park founder William Kent.

Essential Functions and Responsibilities:

- Staffing a visitor orientation desk, answering questions about the park, preparing visitors for a successful visit
- Explain trails and highlights to visitors, helping them prepare their day based on the amount of time they have to spend
- Explain Park rules of staying on trails, no eating in the forest, and letting staff know when a service animal needs to be checked in
- Roving the main Redwood Creek Trail, orienting visitors to trails and answering questions, and doing litter roves picking up trash off of the main Redwood Creek trail
- Presenting a 15-minute resource talk when and if you feel comfortable, in front of large audiences
- Leading a 1-hour guided tour when and if you feel comfortable
- Staffing a welcome desk in the plaza and at bridge 2 off of the redwood creek trail
- Roving on longer park trails that connect with Mount Tamalpais State Park
- Responding to emergency situations as they arise, like search and rescues, injured hikers, and using handheld radios to call for an ambulance
- Meet visitors from all over the country and the world
- Collaborate with park partners, and diverse communities of the Bay Area
- Learn the skills of resource interpretation, explaining complex ideas in a easy way to visitors to understand the topics
- Learn and improve public speaking skills
- Participate in park trainings, classes, and seminars
- Gain experience working in a National Park and for the Federal Government, in the Division of Interpretation, Education, Outreach, and Volunteers

Knowledge, Skills, and Abilities:

- Must have reliable vehicle transportation to the site, as Muir Woods doesn't have public transportation to it
- Willingness to learn about the resources of Muir Woods, enthusiasm to share the knowledge with a diverse audience
- Ability to work with and to serve people from various cultural backgrounds, religious beliefs, and sexual orientation
- Comfortable talking about diversity, equity, and inclusion in the workplace, Climate Change, the Coast Miwok Indians, and Woman's History at Muir Woods. Ability to talk with diverse audiences, in front of large groups, working in an outdoor environment

Health and Safety:

It is the goal of the Parks Conservancy to create and maintain a safe and healthy workplace. We work to mitigate hazards and risks that may cause harm to employees, consistent with state and federal laws. Employees play an active role in creating a safe and healthy workplace and are expected to comply with all applicable health and safety rules.

Physical Requirements and Work Environments:

- Ability to communicate with people from all backgrounds and beliefs and treat everyone with respect and dignity as a park visitor.
- Ability to communicate clearly with coworkers, and create a safe and respectful workplace
- Wear long pants, a belt, and close toed shoes as a part of the uniform.
- Work in an environment that is often foggy, cold, and wet, standing for long periods of time, and answering repetitive questions.
- Report to work on time, and give supervisor at least one days' notice if you need to change your schedule, or call out sick

Terms of Position:

- Start Date: June 3, 2025
- In-person (safety and public health permitting – virtual work may be provided otherwise)
 - Work site: Muir Woods National Monument
- Work Schedule: Tuesday - Saturday 8:30 a.m. - 4:30 p.m., with some flexibility. June 3rd - August 15th (11 weeks total)
- Intern must be able to work in half-day or full day increments
- Intern must have a Social Security Number or an Individual Taxpayer Identification Number to receive stipend
- Available only to students currently enrolled at College of Marin, SF State and City College of San Francisco

Benefits:

- Opportunity to attend trainings and workshops on a variety of topics including resume building and interview skills, park orientation and history, flora and fauna, mapping and monitoring, computer skills, and much more
- Opportunity to enjoy the scenery, wildlife and cultural resources of a spectacular National Park

- Opportunity to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging the next generation of park stewards
- Opportunity for personal/professional development days to pursue an interest, including training and education days in various departments within the Park Service and Parks Conservancy
- Five hundred (\$500) per week taxable stipend plus academic credit available
- Uniform will be provided

Position Contact and How to Apply:

To apply for this position, please [submit an application](#) by March 16, 2025. For questions regarding the Academic Internship Program, please reach out to internships@parksconservancy.org. No phone calls please.

Application Deadline Date: March 16th, 2025

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.