

C&O Canal Trust Position Description

TITLE:	Canal Quarters Preservation Internship
REPORTS TO:	Canal Quarters Manager
OPEN TO:	Undergraduate, Graduate, or recently graduated students
LOCATION:	Hybrid , in office at C&O Canal National Historical Park headquarters in Williamsport, MD, and telework. This position requires frequent travel throughout the park.
DURATION:	June 1, 2026, to December 21, 2026
HOURS:	15-20 hours/week



Overview

Are you ready to help protect the largest national park in the Washington, D.C. region? Stretching 184.5 miles from Washington, DC, to Cumberland, MD, the C&O Canal National Historical Park welcomes roughly five million visitors annually, often surpassing the visitation of icons like Yellowstone and Yosemite. As an almost entirely fee-free park, it is one of the most accessible and beloved resources in the nation for recreation, exercise, and the enjoyment of history and nature.

The **C&O Canal Trust** is the official nonprofit philanthropic partner to the **Chesapeake & Ohio Canal National Historical Park**. For nearly 20 years, we have worked in partnership with the National Park Service to raise essential funds and manage programs to preserve and enhance the park's natural, historical, and recreational resources for future generations. Driven by the generosity of individuals, foundations, corporations, and community partners, we have granted nearly \$2 million to the park to support education, conservation, and preservation efforts since our inception in 2007.

We are a passionate team driven by a love for the outdoors, the park's deep cultural and historical significance, and public service. Join us as we continue to grow our organization, expand our work, and deepen our connection with those who love the park.

The Position

The C&O Canal Trust is pleased to launch the inaugural **Canal Quarters Preservation Internship**, a six-month, paid career development opportunity designed for students and recent graduates who are

interested in nonprofit management and cultural resource preservation. Working closely with the Canal Quarters Manager, the intern will have the unique opportunity to support the preservation of historic structures throughout the C&O Canal National Historical Park. This position offers the opportunity to develop hands-on skills related to historic preservation, facilities maintenance, nonprofit program management, and volunteer management.

The award-winning Canal Quarters program offers visitors to the C&O Canal a unique opportunity to reserve a stay in a historic lockhouse. Funds generated through the program support the continued preservation, maintenance, and interpretation of seven 200-year-old lockhouses, spanning from Brookmont, near the District of Columbia, to Clear Spring in Western Maryland. The program also hosts a variety of volunteer and educational outreach events in Washington, Frederick, and Montgomery Counties.

The Canal Quarters Preservation Intern's general duties are listed below. Responsibilities will vary and can be modified to suit the candidate's specific field of interest within the scope of nonprofit program management.

Maintenance

- Assist the CQ Manager with periodic maintenance and inventory:
 - Inspections of fire alarms, extinguishers, furnishings, HVAC systems, plumbing, electrical components, and assessing the cleanliness of the houses.
- Perform occasional cleaning duties, particularly at the "rustic" lockhouses.
- Act as the point of contact "on the ground" during contracted services.
- Procure, split, and stock firewood at each lockhouse, working closely with the CQ Manager and Quartermaster volunteers.
- Monitor supply inventory at each lockhouse, ensuring adequate stock.

Guest Services and Program Development

- Ensure guests have an enjoyable visit by assisting with issues that may arise during their reservation.
 - Troubleshooting lockboxes, fixing doorknobs or deadbolt mechanisms, delivering supplies, and repairing or replacing broken appliances such as pedestal fans, kitchen utilities, etc.
- Work with the CQ Manager to expand offerings and implement guest experience improvements.
- Work with the CQ Manager to improve interpretive materials and experiences at the lockhouses
- Assist the CQ team with guest service communication, including at least one weekend per month "on-call" during "off-hours" (Fri-Sun).

Volunteer and Outreach Initiatives

- Serve as a point of contact for the Quartermaster volunteer program, assisting with scheduling, service renewals, etc.
- Support educational/outreach events at the lockhouses.
- Participate in weekend outreach or tabling events.

Qualifications

- Enrolled in or recently graduated from Bachelor's/Master's degree program.
- Ability to, occasionally, assist outside of regularly scheduled hours when emergencies arise, such as weekends or evenings.
- 1+ years of relevant experience in maintenance, interpretation, museums, and/or facilities management.
- Basic understanding of historic preservation, historic structures, and the C&O Canal is preferred, but not required.

- Experience and proficiency working with hand tools, power tools, painting, HVAC systems, and cleaning implements preferred. On-the-job training will be provided.
- Keen attention to detail and problem-solving skills.
- Ability to work independently, under the guidance and instruction of the CQ Manager.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multitask.
- High degree of professionalism and ability to work both as part of a team and independently.
- Commitment to the mission of the C&O Canal Trust and to supporting public lands and community engagement.

Physical Demands and Safety

Work for this position will be performed both in an outdoor, rural environment and an indoor office environment. Activities will occur with conditions varying by location and environment. You must be able to operate normal office equipment and be proficient with Microsoft 365 and Google Workspace. The ability to scale ladders and lift 50+ lbs with some regularity will be required for this position. Sitting, standing, or bending over for prolonged periods will be required during routine maintenance operations.

Travel

Work will be performed primarily at the seven Canal Quarters lockhouses and the grounds surrounding them. Time will also be spent at the Trust's offices in the C&O Canal National Historical Park's headquarters in Williamsport, Maryland. Travel to locations throughout the park will be required. The C&O Canal includes 184.5 miles along the Potomac River and touches many communities. Mileage reimbursements are offered.

Compensation

\$20 per hour for 29 weeks - based on approximately 15-20 hours per week.

Equal Employment Opportunity

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.

To Apply

For priority consideration, please submit a cover letter and resume to Arden Shaer, Canal Quarters Manager, at jobs@canaltrust.org by May 1, 2026. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust, visit www.canaltrust.org.