



BIMPRD
7666 NE High School Road
Bainbridge Island, WA 98110

General Recreation Internship

Position Announcement:

BIMPRD, Recreation Services Division

Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) invites applicants for an internship in public/municipal Recreation and Leisure Services.

The district was established in 1965 as a mechanism for providing a pool and ball park to the community. Since then, it has grown into a Metropolitan Park District with 35+ park lands & fields, an extensive trail system, and dozens of facilities. As the District grew, so did the community's desire for a wide variety of recreation activities for all ages.

The Recreation Services Division is responsible for programming activities, classes, camps, clubs, concerts, workshops, trips, competitions, and events for all ages and abilities. Additionally, the Recreation Services division coordinates volunteers of all ages and provides employment for a variety of staff and contracted service providers. The Recreation Services division of BIMPRD is made up of the Aquatics Center, the Teen Center, the Waterfront Park Community Center/55+ Program, Sports & Fitness, Outdoors, Youth & Teens, Gymnastics, and Cultural Arts departments - each offering extensive programming. Together, the Recreation Services division serves the community and surrounding areas as a leader in recreational opportunities for all ages.

Our staff is well trained and creative. We are also very technology minded, using current software to give our employees and community the best experience online. Consistent with its early years, the Park District today continues in its dedicated commitment to serve the island by providing parks and recreation in a manner that enhances lives.

MINIMUM QUALIFICATIONS:

- Applicants must:
 - Be currently enrolled at an institution of higher education either as an undergraduate junior or higher, or as a graduate student
 - Have knowledge and/or experience working within public recreation or recreation facility management
 - Have proficient computer skills and strong written and oral communication skills
 - Possess a strong interest in learning all aspects of general recreation services, including but not limited to: programming, facility projects and maintenance, financial responsibility, risk management, staff development and training, publicity and marketing, registration processes, record-keeping, and direct leadership.
 - Demonstrate positive leadership, sound judgment and the ability to adapt to new situations
- We prefer that applicants have the following certifications:
 - Current CPR/AED/ First Aid

JOB DESCRIPTION

The General Recreation intern will be afforded the opportunity to be intimately involved in multiple aspects of a creative and expanding public recreation program. Job duties will be assigned by supervising Program Managers with the goal of giving the intern a well-rounded experience in recreation and leisure services for an entire community.

Recreation Program internships are based on 5 core concepts; Program Operations, Staff Development, Special Events, Site Management and Fiscal Management. In addition, the intern will have other education opportunities within the District and will be encouraged to take part in Recreation Manager Meetings, Park Board meetings, trainings and other District projects of interest.

- **Program Operations** as it relates to the overall ability of the Recreation Division to provide recreation activities at a wide variety of indoor and outdoor sites. This includes direct leadership, community and inter-agency collaboration, safety of participants and staff, appropriate scheduling, publicity and marketing, management of supplies, and basic maintenance. Interns will develop & entirely manage at least one activity of their choice.
- **Staff Development** as it relates to the seasonal hiring process, scheduling, volunteer management, staff training, evaluations and all Human Resource functions.
- **Special Events** as it relates to after hour events, community events, and related marketing strategies.
- **Site Management** as it relates to program sites, vehicle use, site-specific projects, routine maintenance, and safety practices.
- **Fiscal Management** as it relates to budgetary and financial responsibility. Also, interns will have the opportunity to work on grant proposals and alternative funding initiatives.

RESPONSIBILITIES

Job responsibilities include, but are not limited to, assisting Supervising Managers in:

- Working with staff & volunteers in areas such as training & development, staff meetings, and overall staff management
- Programming, organizing, and direct leadership of activities and events
- Leading and mentoring participants, volunteers, and BIMPRD staff
- Building positive working relationships with community partners, managers, BIMPRD staff, volunteers, and patrons
- Working varied hours based on program needs
- Other duties as assigned

COMPENSATION

It is the philosophy of BIMPRD that the intern and the District form a partnership. It is the responsibility of the District staff to provide the intern with a well-rounded experience in their respective field. Housing and a monthly stipend may be offered based on availability. Housing includes free rents, paid utilities, and provided internet. Interns will have free use of the Aquatic Center and be eligible for 50% off selected District classes.

APPLICATION PROCESS

Prospective interns must obtain approval of their academic advisor prior to contacting BIMPRD. Prospective applicants must then complete the BIMPRD Employment Application and Internship Application, located at www.biparks.org. Applications will be accepted until the listed deadline or the position is filled. Please attach a current copy of your resume, cover letter and current certifications to your application.

CONTACT INFORMATION

Internship Committee
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 Phone: 206-842-2306