



BIMPRD
7666 NE High School Road
Bainbridge Island, WA 98110

Outdoor Recreation Internship Position Announcement: ***BIMPRD, Outdoor Programs***

The Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) invites applicants to apply for an internship in the field of Outdoor Recreation. In 2010 BIMPRD created a new department – The Outdoor Programs – with the mission to “Get more folks outdoors”. It is the department’s belief that everyone is capable of enjoying the outdoors with a little guidance, proper gear, and a positive attitude. The Outdoor Programs puts forth a wide variety of outdoor activities and events for the community including; kayaking, sailing, backpacking, mountain biking, cycling, rock climbing, ski bus, fly fishing, birding, astronomy, foraging for wild foods, and much more. Trips and classes have been widely recognized as being a leader in the outdoor field and finding innovative and affordable ways to get community members outdoors. The New York Times, Sunset Magazine, Seattle Times, AAA Westways, KIRO Radio, Kitsap Sun, Bainbridge Review, Washington Trail Association, and many other publications have recognized these successes.

In addition to outdoor programming, another focus is breaking down barriers that can often inhibit people from participating in the outdoors. These barriers can include the lack of equipment, limited experience, financial & time constraints, transportation concerns, among many others. Addressing these concerns helps to build our outdoor community and get folks more active in their wild outdoors.

Our staff has many years of experience in their respective fields, holding certifications from NOLS, AERIE, WMI, WMA, IMBA, USCG, US Sailing, and many more. Staff and interns have numerous opportunities for professional development, ranging from attending programs outside of their normal scope to joining in on regional conferences. Safety and effective risk management are paramount.

MINIMUM QUALIFICATIONS:

- Applicants must:
 - Be currently enrolled at an institution of higher education
 - Knowledge and/or experience working within the field of Outdoor Recreation
 - Proficient computer skills, strong written and oral communication skills
 - Possess a strong interest in learning all aspects of outdoor recreation, including but not limited to: programming, leadership, logistics, risk management, staff development & training, and marketing
 - Demonstrate good leadership, sound judgment and the ability to adapt to new situations
- We prefer that applicants have the following certifications:
 - Wilderness Emergency Medical Technician (WEMT), Wilderness First Responder (WFA), or Wilderness Advanced First Aid (WAFA)
 - CPR/AED/ First Aid or Basic Life Support (BLS)
- Other outdoor certifications and pertinent experiences are certainly welcome, including:
 - NOLS or Outward Bound Courses
 - IMBA Mountain Biking / Coaching Certification
 - High Ropes Course Management & Rescue
 - US Sailing Instructor Certification
 - SAR Technician
 - Swiftwater Rescue
 - PADI Dive Instructor

JOB DESCRIPTION

The Outdoor Programs intern will be assigned tasks by the Outdoor Programs Manager with the goal of giving the intern a well-rounded and comprehensive experience. There will also be numerous opportunities to gain practical field experience co-leading trips, shadowing lead instructors, coordinating logistics, managing volunteers, and leading programs. Field experience will be balanced with time dedicated to program preparation & implementation, feedback collection & evaluation, and publicity & marketing. In addition, the intern will also have other education opportunities within the District and will be encouraged to take part in Recreation Manager Meetings, board meetings, trainings and other District projects of interest.

A typical internship involves, but is not limited to, the following areas of focus:

- **Program Operations** including direct leadership, community engagement, risk management, scheduling, publicity and marketing, and logistics. Interns will develop and 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.
- **Risk Management** of programs, assessing and reviewing current operating conditions for areas to improve.
- **Fiscal Management** as it relates to budgetary and financial responsibility. Interns will have the opportunity to work on grant proposals and alternative funding initiatives.

JOB RESPONSIBILITIES

Job responsibilities include, but are not limited to, assisting the Outdoor Programs Manager 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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