



**Bainbridge Island Park Services**  
11299 Arrow Point Dr. NE  
Bainbridge Island, WA 98110

**BIMPRD**  
7666 NE High School Road  
Bainbridge Island, WA 98110

## Trails Internship Position Announcement: ***BIMPRD, Park Services***

Bainbridge Island Metropolitan Park & Recreation District (District) invites applicants for an internship in Trail Planning, Construction and Maintenance. The District currently manages over 32 miles of recreational trails on Bainbridge Island. It is the desire of the Bainbridge Island community to have an interconnected system of trails so the District works with the City of Bainbridge Island, the Bainbridge Island School District, Island non-profits, churches, private residents, and others to make sure trail planning efforts and construction standards meet the desire of the community by working together to link public trail systems and find ways to connect the missing links through cooperative efforts.

Our staff has received trainings from IMBA, WTA, American trails, PTBA, as well as other sources of trail planning, construction and maintenance courses. The District has secured specialty trail construction and maintenance equipment and utilizes current best management strategies to implement its Trails Management Plan.

The District has a trails advisory committee (TAC) which assists staff with planning annual maintenance, organizing volunteers for assistance in construction of new trails, and advising the District.

### MINIMUM QUALIFICATIONS:

- Applicants must:
  - Be currently enrolled at an institution of higher education
  - Knowledge and/or experience working within Trails Management
  - Knowledge and/or experience working within Trail Construction and Maintenance
  - Proficient computer skills and strong written and oral communication skills
  - A strong interest in learning all aspects of Trail Construction and Maintenance, including but not limited to, planning, construction and maintenance of a public recreational trail system.
  - Demonstrates good leadership, sound judgment and the ability to adapt to new situations
- We prefer that applicants have the following certifications:
  - CPR/AED/ First Aid
  - Chainsaw safety certification

### JOB DESCRIPTION

The Trails Planning Construction and Maintenance intern will be afforded the opportunity to be involved with all phases of trail planning, construction and maintenance working directly with staff responsible for the work. Job duties will be assigned by the Park Services Management team with the goal of giving the intern a well-rounded invaluable experience in all phases of public recreational trail management.

## JOB RESPONSIBILITIES

Job responsibilities include, but are not limited to, assisting the Trails Coordinator in:

**Construction** of new District trails or trails infrastructure

**Maintenance** of District trails including:

**Trails management** as it relates to trail projects, maintenance, and safety procedures

**Volunteer management** of trail work parties and participation in Trails Advisory Committee (TAC) meetings

**Special events** as it relates to after hour event, special community events, hosted events and marketing strategies

## 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](http://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**  
BIMPRD  
7666 NE High School Rd  
Bainbridge Island, WA 98110  
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