



Peninsula Metropolitan Park District

3622 Grandview Street, PO Box 425, Gig Harbor, WA 98335

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

PENMET PARKS RECREATION INTERNSHIP OPPORTUNITY

PenMet Parks is a Metropolitan Park District on the Gig Harbor Peninsula. The District has 9 parks encompassing 395 acres, 9 full-time employees, annually conducts or participates in several special events, and supports a community-based recreation program.

Basic Job Duties & Responsibilities

Internship with PenMet Parks includes training and experience in all aspects of parks and recreation government including the multitude of administrative functions, recreation, maintenance, and finance. With professional supervision and feedback from experienced and qualified supervisory staff, interns have an opportunity to gain exposure from a very diverse collaborative system.

Duties include planning, coordinating and supervising in a variety of Parks and Recreation programs. Programs and events include but are not limited to: Summer Playground Program, Summer Day Camps, Summer Celebration, Youth and Adult Sports, general recreation classes, program registration, customer service, and assisting Parks and Recreation staff with other duties. Duties include assisting with program planning, implementation and evaluation; assisting with design and development of marketing material; and scheduling of facilities.

Hours

Flexible. PenMet office is open typically, 8:00 a.m. until 5:00 p.m. weekdays. Occasional evening or weekend activities.

Necessary Knowledge, Skills, and Abilities

- Knowledgeable or interest in recreation management and operations;
- Organizational skills and rudimentary knowledge of basic budget principles;
- Excellent writing and communication skills;
- Competent with computers including E-mail, MS Excel, and MS Word;
- Ability to establish and maintain effective working relationships with others and the general public;
- Ability to follow written and/or verbal instruction;
- Ability to develop flyers and brochures; schedule facilities; plan, schedule, and organize activities.

Special Requirements

- Successful completion of background check;
- Valid State Driver's License with proof of satisfactory driving record;
- Non-smoker;
- First Aid and CPR or can obtain within 30 days of employment.

Desirable Qualifications

Enrolled in a college or university with study emphasis or sincere interest in parks and recreation.

Selection Guidelines

May include formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, and examination of current driver's abstract.

Compensation

A stipend of \$440/month is available to cover expenses and support on-going education.

How to apply

Applicants should submit a cover letter and resume to:

PenMet Parks
Attn: Human Resource Coordinator
3622 Grandview Street
Gig Harbor, WA 98335

Applications available at www.PenMetParks.org or at the PenMet Parks office located at 3622 Grandview Street, Gig Harbor, WA, 98335.

Application Deadline

Open until filled.

For More Information Contact

Gretchen Hayes
ghayes@penmetparks.org
253-858-3400, ext 227

PenMet Parks is an Equal Opportunity Employer.