

**CITY OF MUKILTEO
RECREATION AND CULTURAL SERVICES
SUMMER 2023 INTERNSHIP**

GENERAL PURPOSE:

The purpose of the City of Mukilteo Recreation and Cultural Services 12 week [400 hour] Internship Program is to strengthen relationships between educators and the City of Mukilteo while assisting students who qualify for college credit in applying classroom theory in a work environment. The Intern can expect to be assigned duties and responsibilities that are comparable to those performed by full-time, entry level Recreation Programmer employees. Interns will be able to visit and work within all areas of service that the department offers. Work is performed under close supervision.

SCHEDULE:

Must be available to work on location, a typical Five day/40hr work week comprised of morning/afternoon/evenings (Monday -Friday), Saturdays, Sundays, holidays, and special events. Days/Hours are subject to change. Major scheduling emphasis will be placed in the area that most closely parallels the professional goals of the student.

The General Summer 2023 Internship period is approx. June 19 - Sept 15. Given typical "summer vacation plans" it would be reasonable to pre-arrange and receive a one week break from scheduled duties and responsibilities.

An internship in one or two or combination of the following focus areas may be available:

Senior Center Programming

General Recreation Administration

Marketing and Large-Scale Special Events

Volunteer Program Administration

Working closely with your University Program Advisor and City Staff, a detailed internship workplan would be created within mutually identified focus area(s).

Pay Rate: \$20/hour.

Examples of Typical Job Duties:

The position will assist in providing high quality, sustainable, and fun recreational programming to the community while learning about important agency concepts, and industry standards.

Assist with the planning, implementation, and promotion for a range of recreational programs.

Monitor the participation and safety of all participants in the programs and facility in use.

Assists with the coordination and oversight of events scheduled within the parks.

Assists with the registration for various programs using our registration software.

Assist with department wide special events and programs.

Maintains required program paperwork and documentation.

Provide quality customer service.

Participates in department events and training.

Participates in City Council Meetings, Dept Boards and Commissions and/or Community Advisory Boards.

Participates in WRPA, NRPA and or WCIA training workshops or equivalent.

Performs other related duties as required/assigned.

Qualifications

Eligible to work in the United States

Enrolled as a degree-seeking student by an accredited local college as an undergraduate junior or higher, or as a graduate student. Participation is limited to those who qualify for college credit.

Must have a valid Washington State driver's license.

Must have current cardiopulmonary resuscitation (CPR) and AED certifications (or be able to obtain within 60 days of employment).

Must maintain an active status as student throughout internship.

Must have an overall GPA of at least 3.0 in good academic standing.

Must attach current official or unofficial transcript to be included with online application

Must submit a resume and cover letter to be included with online application

SUPPLEMENTAL INFORMATION

Intern Responsibilities:

Receiving college credit is the responsibility of the intern/student. Determine before the start of the internship if this program qualifies for credit so that you can be aware of the additional documentation required by your academic institution. Often, the college will require a company summary, biweekly evaluations for the employer or student to fill out and an end of internship evaluation for the employer to complete to ensure that the student fulfilled the internship. The City of Mukilteo will work with you and your school to assist with necessary requirements.

Physical Requirements:

Depending on the functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

Environmental Requirements:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

Sensory Requirements:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

APPLICANT SELECTED FOR HIRE MUST SUCCESSFULLY PASS BACKGROUND CHECK AND REFERENCE CHECK

For additional information and next steps, please email Tony Trofimczuk – Mukilteo Recreation and Cultural Services Director at ttrofimczuk@mukilteowa.gov Subject Line: Summer 2023 Internship.