

**City of Gunnison
Parks and Recreation
Internship Position Description**

Title: Evening Program/Events Supervisor

Position Description: The City of Gunnison Parks and Recreation Department is seeking a student intern to Supervise Summer Evening Recreation Programs and events.

Academic Requirements: Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate field of study is: Recreation (others may be considered on a case-by-case basis).

Technical Skills:

- Organization of program equipment including inventory.
- Recreation department administration functions including answering phones, activity registration, answering general questions, and customer service.
- Assist with the implementation of both youth and adult recreation programs.
- Assist with the organization and implementation of special events.
- Assist the Parks crew with seasonal maintenance.
- Assist with the ongoing upkeep of City of Gunnison Parks & Recreation facilities.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@cityofgunnison-co.gov

Application Deadline: **Open until filled**

Credit Hours: Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes on the project for each credit earned.

Salary: \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of “C” or better.

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City’s needs.