

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

Title: Parks and Recreation Intern

Position Description: The Parks & Recreation Intern will complete scheduled cycles of duties in the different areas of the department for the period of the internship. These cycles may include recreation programs (youth and adult), aquatics, Community Center functions, ice rink functions, parks labor, and special event assistance.

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.
- Other duties as assigned.

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.