



# Recreation Internship

**Position Description:** The City of Gunnison Parks and Recreation Department is seeking a student intern to help coordinate summer recreation programs and coaches/instructors, manage indoor and outdoor facilities and staff, work with department staff to track revenue and expense budgets, plan and organize summer events, enrich department marketing and develop/refine policies within the department. Interns will work with the Recreation Coordinator & Recreation Supervisor for the duration of the internship.

**Commitment Requirement:** Internship can begin anytime 5/11-6/15 and continue until hour commitment has been met. Internship start date will be determined by Parks & Recreation staff in coordination with the intern.

**Schedule Requirement:** Intern will work a variety of days and times depending on events, programs and staffing. Intern will work up to 40 hours per week.

**Hour Requirement:** Interns will work a minimum of 300 hours to a maximum of 500 hours.

**Compensation:** \$14.00 per hour with a \$.56 bonus per hour worked at the successful completion of internship. Bonus is given at the end of the internship at the discretion of the supervisors.

**Academic Requirement:** Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate fields of study are: Recreation and/or Business preferred (others may be considered on a case-by-case basis). Internships can be tailored to meet the needs of the intern.

**Physical Requirement:** It will be necessary to perform physical activities requiring continual walking, standing, and swimming as well as physical recreational activities such as running, jumping, climbing stairs, crawling, bending, and reaching. Ability to lift items up to 50 pounds on a frequent basis. The work environment is changing and will range from indoor venues to outdoor venues in any weather condition.

**Technical Skills:** Organizational and planning skills, good written and oral communications skills and demonstrated computer literacy required. Possession of First Aid and CPR certifications and a valid driver's license are required. Must be punctual and easy to contact by telephone.

**Application Requirements:**

1. Fill out an application form online: [www.gunnisonco.gov/HR](http://www.gunnisonco.gov/HR)
2. Submit a Cover Letter and Résumé to:

Ginny Baylor  
City of Gunnison Recreation Coordinator  
200 E. Spencer – Gunnison Recreation Center  
Gunnison, Colorado  
970.641.8434  
[gbaylor@gunnisonco.gov](mailto:gbaylor@gunnisonco.gov)

***A full background check will be completed and must be passed before Internship can begin***

**Application Deadline:** February 7<sup>th</sup>, 2020. Students will be required to meet internship requirements with their university prior to submitting application to the City.