Job Description

Parks and Recreation Internship

Department: Parks and Recreation

Immediate Supervisor: Parks and Recreation Supervisor

Positions Supervised: N/A

Salary: $15.03/Hr. Lodging and transportation to and from Bristol Bay Borough will be provided by the Borough.

Period: May to December 2017. 40/hrs a week. Shifts will vary. Flexible beginning and ending dates.

Qualifications:
*Must have a valid driver’s license and pass background and drug test.
*American Red Cross Lifeguard certification, including First Aid/CPR/AED not required for selection, but MUST be acquired prior to arriving in Bristol Bay.

General Duties:
*Assist in Operations Management of the Kvimarvik Pool.
*Perform shifts as a Lifeguard.
*Assist with management of recreation programs and events.
*Assist with teaching swim lessons and/or coaching a swim team.
*Perform general maintenance and cleaning of the Kvimarvik Pool.
*Maintain a pleasant and safe atmosphere at the Kvimarvik Pool.
*Provide exceptional customer service to all patrons and guests.
*Other duties as assigned.
**Internship Specific Duties:**
*Review programs and current schedules and make recommendations for modification.
*Develop and organize (2) special events or propose (1) recreation program, while providing a stability plan for post-internship to ensure the program’s long term success.
*Work 40 hours per week. Shifts and times will vary from day to day as event and program needs require.
*May conduct one (1) Lifeguard Course for Bristol Bay Borough during the internship period, if the selectee is a current lifeguard.
*Help administer a June Summer Camp Program.

**Application Information**
Individuals interested in applying for the Parks and Recreation Internship with Bristol Bay Borough should submit the following:

*Resume. (Include any pertinent volunteer, part-time or full-time recreation related experience.)
*Cover Letter.
*(2) Letters of Recommendation.

**Other Information**
*The agency will arrange for selected individual to attend a Lifeguard Instructor course prior to the beginning of the internship, if the selected individual is a current lifeguard.

Please submit applications either by mail or e-mail.
Bristol Bay Parks and Recreation Department
Attn: Donnie Wood, Parks and Recreation Supervisor
470 School Rd
Naknek, AK 99633

E-mail applications can be sent to Dwood@bbbak.us

Please contact the Bristol Bay Parks and Recreation Department at (907) 246-7665 or by e-mail if you have any questions.

Cut off for an application is 5:00 p.m. **February 3rd, 2016**. All mailed applications must be postmarked by the closing date.