



# TAHOE CITY PUBLIC UTILITY DISTRICT PARKS & RECREATION DEPARTMENT

## INTERNSHIP DESCRIPTION

### LOCATION

Tahoe City, CA – Lake Tahoe

### APPLICATION DEADLINE

Open Until Filled

### COMPENSATION

\$300 per week plus housing  
(Two bedroom cabin, utilities included.)

### TERM

Winter/Spring – January through April  
Summer – May through August  
Fall – September through December

## APPLICATION PROCESS

In order to be considered for an Internship with the Tahoe City Public Utility District Parks and Recreation Department all candidates must submit the following:

- Application for Internship
- Cover Letter
- Resume
- Student Internship Program Details – from Student’s University

## INTERNSHIP OPPORTUNITIES

Internships are designed to broaden knowledge, understanding, and skills in a variety of service areas within the Parks and Recreation Department. Internships provide opportunities for a student to apply educational concepts to real-world situations as they discover a possible career path. In addition, while a student is improving their skills, they also positively impact the quality of life in Tahoe City. Internship opportunities are based on Parks and Recreation Department needs, student classification (undergraduate or graduate), student area of interest, and length of Internship.

Possible Internship opportunities include:

- Program Planning and Implementation
- Technical Skills
- Leadership Techniques and Skills
- Organizational Development
- Budgetary Process
- Marketing and Public Relations
- Community Development
- Park Maintenance Standards and Procedures
- Research and Evaluation
- Special Events
- Youth Development
- Athletics
- Customer Service

## **TERM**

The Internship is currently open for winter/spring, summer, and fall for approximately fifteen (15) weeks per Internship.

## **BASIC FUNCTION**

The Intern is responsible for the planning, coordination, and operation of selected recreation programs and activities. Weekly hours vary, but generally average 35-40 hours per week. Various nights and weekends are required. During the course of the Internship, the Intern will be exposed to and responsible for a variety of duties.

## **DESCRIPTION OF RESPONSIBILITIES**

- Organize and implement programming for participants of all ages and abilities.
- Participate in department-wide staff meetings.
- Provide program staff assistance.
- Lead recreation activities.
- Assist with marketing, sponsorship, and overall community outreach.
- Assist with adult and youth sports, contract classes, youth activities, summer day camps, trips, and special events.
- Oversee public service announcements for select District programs and special events.
- Gain knowledge of and experience with the current registration software as well as the front desk operations.
- Perform on-site program, instructor, and event evaluations and compile reports.
- Attend planning meetings for District and community-wide special events.
- Perform a variety of clerical and administrative duties as needed.
- Conduct site visits to recreation programs and park maintenance operations to gain knowledge and experience in each area as well as an understanding of how programs and operations interrelate.
- Other duties as assigned.

## **JOB REQUIREMENTS**

- Ability to work independently, exercising responsible judgment and initiative.
- Ability to maintain a high level of quality customer service.
- Possess excellent oral and written communication skills.
- Knowledge of basic office equipment and use of computer programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Possess strong organizational and time management skills.
- Possess general knowledge of recreation programs.
- Possess general knowledge of program organization and implementation.
- Ability to instruct, lead and supervise individual and group activities.
- Ability to follow oral, written, and demonstrated instructions.

- Ability to establish and maintain effective communication and working relationships with other Interns, District employees, program participants and the general public.
- Possess initiative and willingness to learn with a strong desire for continued learning.
- Possess an interest in recreation and activity planning.

## **DISTRICT RESPONSIBILITIES**

- Educate Intern regarding District policies and procedures.
- Provide meaningful and varied experiences that will enhance the Intern's professional development.
- Provide direction, counseling and supervision to the Intern.
- Plan and organize a supervised work experience that is practical for the Intern.
- Assign the Intern a position comparable to the responsibilities of an entry level, full-time recreation employee that is compatible with the Intern's abilities and career goals.
- Evaluate Intern's performance and provide constructive analysis and review.
- Evaluate Intern's performance for Intern's college.

## **SELECTION PROCESS**

All applications will be reviewed for accuracy, thoroughness, and Internship-related qualifications.

The recruitment process consists of, but is not limited to, an in-person and/or phone interview. Those selected will be subject to fingerprint background and DMV check.

## **PLEASE SUBMIT APPLICATION MATERIALS TO**

Kurt Williams, Recreation Superintendent  
Tahoe City Public Utility District  
Parks and Recreation Department  
401 West Lake Blvd.  
PO Box 5249  
Tahoe City, CA 96145  
Phone: (530) 583-3440  
[kwilliams@tcpud.org](mailto:kwilliams@tcpud.org)