



# Peninsula Metropolitan Park District

10123-78<sup>th</sup> Ave NW, Gig Harbor, WA 98332  
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E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

"Today We Touch Tomorrow"

## PENMET PARKS RECREATION INTERNSHIP OPPORTUNITY

PenMet Parks is a Metropolitan Park District on the Gig Harbor Peninsula. The District has 20 parks encompassing 595 acres, 14 full-time employees.

### ***Basic Job Duties & Responsibilities***

Internship with PenMet Parks includes training and experience in all aspects of parks and recreation government including the multitude of administrative functions, recreation, marketing, maintenance, and finance. With professional supervision and feedback from experienced and qualified supervisory staff, interns have an opportunity to gain exposure from a very diverse collaborative system.

Duties include planning, coordinating and supervising a variety of recreation programs and special events. Assist. Provide customer service; programs registration and scheduling of facilities in program software. The Recreation Services Division coordinates classes, camps, leagues and events for all ages. Recreation Services is made up of Community Recreation, Outdoor Recreation, Sports & Leagues, Indoor Soccer Center, Special Events and Marketing.

### ***Hours***

Flexible. PenMet office is open, 8:00 a.m. until 5:00 p.m. weekdays.  
Some evening or weekend activities.

### ***Necessary Knowledge, Skills, and Abilities***

- Knowledgeable or interest in recreation management and operations;
- Organizational skills and rudimentary knowledge of basic budget principles;
- Excellent writing and communication skills;
- Competent with computers including E-mail, MS Excel, and MS Word;
- Ability to establish and maintain effective working relationships with others and the general public;
- Ability to follow written and/or verbal instruction;
- Ability to develop flyers and brochures; schedule facilities; plan, schedule, and organize activities.

### ***Special Requirements***

- Successful completion of background check;
- Valid State Driver's License with proof of satisfactory driving record;
- Non-smoker;
- First Aid and CPR or can obtain within 30 days of employment.

### ***Desirable Qualifications***

Must be enrolled in a college or university with study emphasis in Parks and Recreation, Business Administration or related field.

### ***Selection Guidelines***

May include formal application, review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, and examination of current driver's abstract.

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#### PenMet Parks Board of Commissioners

Kurt Grimmer  
President

Steve Nixon  
Clerk of the Board

Todd Iverson  
Commissioner

Maryellen Hill  
Commissioner

Amanda Babich  
Commissioner

**Compensation**

A stipend of \$600/month is available to cover expenses and support on-going education.

**How to apply**

Applicants should submit a cover letter and resume to:

PenMet Parks  
Attn: Gretchen Hayes  
PO Box 425  
Gig Harbor, WA 98335

Applications available at [www.PenMetParks.org](http://www.PenMetParks.org) or at the PenMet Parks office located at 10123 78<sup>th</sup> Ave, Gig Harbor, WA. 98332.

**Application Deadline**

Open until filled.

*PenMet Parks is an Equal Opportunity Employer.*