



Blaine-Birch Bay Park and Recreation District 2

Position Title: Recreation and Program Intern

Day/Hours: 7 – 10 weeks during fall, winter, spring and/or summer quarter 10-15 hours per week

Location: Remote is a possibility

Compensation: For college credit or experience

Reports to: Director and Activity Coordinator

Blaine-Birch Bay Park and Recreation District is seeking an **Activity Coordinator Intern** to assist in planning, organizing, and supporting athletic, fitness, and recreation programs for youth and adults in our community. This role will help with afterschool programs, summer activities, and camps. Responsibilities include supporting staff in monitoring and supervising indoor and outdoor facilities, providing excellent customer service to participants and rental groups, and helping create and implement special events in collaboration with community partners.

Responsibilities will include but are not limited to:

- Assist with Plan, implement, supervise and promote recreational programs and activities for people of all ages.
- Ensure a safe and fun environment at the Birch Bay Activity Center and Blaine Pavilion Building.
- Help clean and maintain recreational equipment and light janitorial work.
- Support office tasks, scheduling and fee structures.
- Assist to collect admission fees for recreational activities, facility or equipment rentals.
- Check out equipment.
- Work with Program Manager to create and implement new activities and programs.
- Help market programs sponsored by BBBPRD2
- Perform other duties as assigned.

Qualifications:

- Excellent written and verbal communication skills, as well as strong interpersonal skills
- Demonstrated ability to execute brand standards, multitask, prioritize deadlines, work independently, take initiative and maintain confidentiality
- Polite, respectful, and professional.
- Community oriented, fair, honest, and have good reasoning skills
- Team player who can also work independently and is willing to learn new skills
- Must have a valid driver's license, insurance, and a good driving record
- Once position is accepted, candidate must pass background checks

Please send resume and cover letter to info@bbbprd2.com