



VOLUNTEER POSITION DESCRIPTION

DATE: September 29, 2008

JOB TITLE: Park Assessment Systems Intern

DEPARTMENT: Parks and Recreation

JOB SITE: Parks and Recreation Office
1200 Fairgrounds Road, Bremerton 98311

PROJECT SUMMARY:

Work with the Department Director and senior staff to develop procedural infrastructure for the Kitsap County Parks and Recreation Department. Work will involve high level research, document retrieval and policy and procedural writing. The development of procedural infrastructure will be centered on the adoption of fundamental practices and methodology contained within the Commission for Accreditation of Park and Recreation Agencies Guide to Standards for National Accreditation and will include establishment of management practices, resolutions, park code revision, performance indicators/outcome measurements, cost benefit techniques, internal controls and operational standards.

SKILLS AND QUALIFICATIONS:

Candidates should possess excellent communication skills, both oral and written. Should have analytical, organizational and project research skills. Ideal candidates would have a degree in Public Administration, Recreation Administration or a closely related field. A Public Administration Graduate student is preferred.

BENEFITS:

This is an opportunity to build a resume, develop and demonstrate professional level skills, network with professionals in your field of interest, explore career options and gain valuable knowledge of county government.

RESPONSIBLE TO:

Department Director Chip Faver

TIME COMMITMENT:

Start date: Fall 2008 or winter 2009
Length of service: minimum of one term
Work schedule: flexible within the 8 – 4:30 work-day

For more information on this or other volunteer positions in Kitsap County

Contact: Jan Koske, Volunteer Coordinator, 337-4650 or E-mail jkoske@kitsap.wa.us

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