



## Internship Job Description Program Services

**General Description:** Under the supervision of a Recreation Program Director/Manager, Outdoors for All Interns will provide assistance and development to Outdoors for All's core programs. Specific duties will be discussed during interviews but may include the following: planning events, assisting in outdoor recreation programs, facilitating partnerships with schools, parks departments, and community organizations, interacting with Outdoors for All families, word processing and general office administration.

**Required Skills:** Ability to act as a liaison for Outdoors for All by providing program specific information and services to Outdoors for All volunteers and participants, partner organizations, donors, and the public at large. College student. Basic computer processing skills including MS Office.

**Additional Recommended Skills/Licenses:** Driver's License, proof of insurance and available transportation.

**Time Requirement:** A minimum of three months or 120 hour commitment is required (approximately 10 hours/week). Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and occasional weekend work.

**Compensation:** Internships with Outdoors for All are not paid, but offer a great deal of hands on experience. College credit is available upon request and school approval. Discounted season pass to the Summit at Snoqualmie.\**(Dependent on specific job requirements for seasonal internships.)*