



**The Facilities Rentals Team is looking for a Summer Intern, if you are interested in weddings as well as special events this is the internship for you! We oversee a total of eleven venues hosting events year-round to a very diverse community. This internship will be working closely with the Rental Office as well as the Facilities Team to fully explore all avenues of event planning within a Special District.**

**If interested please send over a resume and an intro paragraph. We look forward to meeting you!**

**Contact - [Facilities@larpd.org](mailto:Facilities@larpd.org) (925) 373-5703**

**Office Location - 4444 East Ave, Livermore, Ca**

**\*\*This is an UNPAID Internship\*\***

## **SUMMARY**

Internship positions are designed to provide an aspiring student with an opportunity to observe and learn first-hand about his/her area of study in a local government setting. Assignments will range from 10 to 25 hours per week and will generally last from ten to twelve weeks. Projects assigned to an Intern will vary in nature based on the department assignment, and will vary in complexity depending on the department's needs. Specific projects and expectations for the internship will be outlined during the interview process and confirmed as appointments are made.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general, and occasionally task-specific, supervision from assigned management and supervisory staff.

## **DISTINGUISHING CHARACTERISTICS**

An Intern should be able to apply analytical and critical thinking skills to contribute to department-specific projects and programs. In some instances, the Intern will be asked to assess existing and/or proposed processes and related documentation, and should be able to translate their analyses into clear, concise recommendations to management. In some departmental assignments, the Intern will participate in the development, delivery, and administration of recreation and/or community service-oriented programming. In all cases, the successful candidate will possess well-developed communication, planning, and analytical skills, attention to detail, and mature judgment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change, or rescind the Intern's work assignments and will make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Provides analytical and operational support to managers and departmental staff.
2. Assists in the development and delivery of department projects and/or programs as assigned by management staff.
3. Assists with District special events, and other duties, as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Must be in attendance at, or on legitimate leave from, a high school, trade school, college or university. Academic background must be compatible with department-specific project assignments.

### **Ability to:**

- (Administrative roles) Gather, interpret, and analyze data, and develop recommendations based upon that work.
- (Recreation, Park/Facilities, and Community Services roles) Develop and/or conduct assigned program classes or activities, following the guidelines, and meeting the standards outlined by, department management; Ensure the safety of program participants and fellow staff members;
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.



**Licenses and Certifications:**

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.

**PHYSICAL DEMANDS**

Depending on the departmental assignment, may primarily be a sedentary office role, although standing and walking between work areas may be required, while certain assignments may involve supporting indoor and outdoor recreation and/or community service programs requiring frequent walking, running, exercise leadership, and related physical activities, both indoors and out. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.



**ENVIRONMENTAL ELEMENTS**

Depending on the department assignment, the Intern may work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, or in indoor and outdoor environments with moderate to loud noise levels. Some department assignments will involve working outdoors, in cold and hot temperatures, or in inclement weather. The Intern may interact with individuals in interpreting and enforcing rules, policies, and procedures.

**PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

**CLASSIFICATION DETAILS/HISTORY**

Job Code: PT890

FLSA Status: Non-Exempt

Supersedes: NEW