



CITY OF PETOSKEY INTERSHIP OPPORTUNITIES

The City of Petoskey, a beautiful resort town, located in Northern Michigan has a variety of internship opportunities available for passionate students in the park and recreation or similar, curriculum.

The City of Petoskey Parks and Recreation Department offers real-world experiences year around. These experiences vary from season to season but there is no “down time.”

Below are some of the experiences available but no intern will do just one job. Our mission for interns is to provide as much on the job opportunity as possible.

MAGNUS PARK CAMPGROUND VISITOR HOST

Duties: Responsibilities of the campground visitor host include: (1) Provide outstanding customer service (2) Participate with park personnel engaged in operating and maintaining Magnus Park; (3) Register campers, collect fees, and assign campsites; (4) Patrol park area to assure that all campers have permits, enforce park rules and regulations, respond to a variety of camper complaints and clean restrooms; (5) Balance and post receipts daily; (6) Participate in maintenance such as mowing and trimming grass, raking leaves, clearing trees and brush, and replacing damaged posts and signs; (7) Assist when necessary or repair projects; and (8) Other duties may be assigned.

PETOSKEY MUNICIPAL MARINA DOCK ATTENDANT

Duties: Principle duties of the Dock Attendant include: (1) Provide outstanding customer service (2) Greet vessels entering the harbor and assist boaters in mooring vessels; (3) Register vessels and collect necessary fees; (4) Assist visitors by offering directions to local points of interest; (5) Maintain the docks and related facilities in a clean and orderly manner; (6) Enforcement of rules and regulations governing use of City docking facilities; (7) Safely fuel watercraft at fuel dock and provide sanitary pump-out services; (8) Assist when necessary or repair projects; and (9) Other duties may be assigned.

PARKS AND GROUNDS CARETAKER

Duties: Responsibilities of the caretaker include: (1) Provide outstanding customer service (2) Maintenance of landscape plantings including weeding, cultivating, trimming and watering, lawn mowing, raking leaves; (3) Cleaning downtown streetscape, parks and parking lots which include litter control and sweeping sidewalks and curbs; (4) Janitorial cleaning of all public restrooms; (5) Event setup; (6) Provide directional assistance to downtown visitors; (7) Assist in the repair and maintenance of buildings, signs, posts, and fencing; (8) Pick up litter and dump trash receptacles; (9) Maintenance of athletic fields; and (10) Assist in other duties as assigned.

SUMMER FUN CLUB COUNSELOR

Duties: Responsibilities of the club counselor include: (1) Providing peace of mind to the parents who are dropping off their most valuable possession; (2) Assisting with day to day planning; (3) Keeping the participants, active, safe and secure; (4) leading activities; (5) organizing and supervising field trips; (6) Cleaning the facility, including restrooms; (7) Respond to campers needs; (8) Enforcing rules and engaging in teachable moments; (9) Assist in other duties as assigned.

WINTER SPORTS PARK ATTANDENT (Winter season only)

Duties: Responsibilities of the WSP attendant include: (1) Provide outstanding customer service; (2) Operating concession stand and/or skate rental; (3) Assisting with making/grooming ice/hockey rink; (4) Operating tow rope; (5) Working with rental groups; (6) Maintaining superior cleanliness throughout the facility, including restrooms; (7) Assist in other duties as may be assigned.

RECREATION/EVENT PLANNING

Duties: Responsibilities of the recreation/event planning intern include: (1) Provide outstanding customer service (2) Assist with planning recreation and/or events (2) Coordinate with maintenance staff to insure facility is prepped (2) Take registrations (3) Assist with promotion of programs/events (4) Evaluate programs/events (4) Instruct/assist with implementation of program/event (4) Recruit and retain volunteers (5) Assist in other duties as assigned.

If these internship opportunities interest you, we invite you to contact the Petoskey Parks and Recreation Department below or email Kendall Klingelsmith, Director at kklingsmith@petoskey.us for an interview.

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