



Internship Announcement

Agency: County of El Dorado, Chief Administrative Office, Parks Division

Location: 200 Armory Drive, Placerville, CA 95667

Internship Position Title: Parks Assistant

Dates Needed: May 27, 2019 – September 2, 2019

About Us:

Nestled in east-central California, the County of El Dorado spans 1805 square miles of beautiful rolling hills and mountainous terrain. Many people come from all over the globe to recreate in El Dorado County whether it is to raft the American River, learn about the Gold Rush, experience Lake Tahoe, or to navigate the world-renowned Rubicon Trail. It is the goal of the El Dorado County Parks Division to promote these recreational assets while also protecting and maintaining existing natural and cultural resources. Our division is looking for an intern who is passionate about recreation, conservation, and parks. Come join us!

Internship Details:

This position is currently unpaid; however, the internship will provide excellent training for anyone considering a future in Parks or Public Administration. We request a minimum commitment of 10 hours per week, with up to 40 hours per week available. Scheduling is flexible. Under immediate or general supervision, this position provides visitor services and information, posts information and materials regarding park use, collects fees, sells and issues park passes, advises users of County Parks and Recreation codes and regulations, monitors park facilities including buildings, play equipment, and pathways; inspects grounds and facilities for hazardous conditions and corrects or barricades the hazards; reports the need for repair to administration, and performs related duties as assigned.

Knowledge/Skills/Abilities:

- Appropriate procedures to notify emergency agencies when needed.
- Basic principles, methods, and practices of handling cash, reconciling receipts, and reporting.
- Basic mathematics.
- Basic personal computer equipment and programs, including word processing software.
- Basic maintenance of equipment and tools used in the course of the work.
- Safety practices and procedures relating to the work, equipment, and tools utilized in the course of the work.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Perform accurate arithmetic calculations.
- Use a cash register and handle cash transactions.
- Prepare and maintain brief logs and reports of the work performed and materials used.
- Organize and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

How to Apply:

Interested? Please visit our website to complete an application:

www.edcgov.us/Government/Parks. Please submit a copy of your resume and completed application to:

County of El Dorado Parks Division
200 Armory Dr.
Placerville, CA 95667

You may also submit your resume and completed application electronically to chelsea.doyle@edcgov.us.

Contact us:

If you have any questions or would like more information, please feel free to contact Chelsea Doyle at 530.621.6060 or chelsea.doyle@edcgov.us.