

EAST BAY REGIONAL PARK DISTRICT

**INTERN**

**GENERAL FUNCTION:**

Under direction of the department head of a department, the intern is assigned to work on various projects approximately forty (40) hours per week, for a short-term period of approximately ten to twelve (10-12) weeks. Intern in assigned department would handle projects designed to be a working and learning experience in any of several fields in that department.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Work on various projects as assigned by the department head; become familiar with District policies and practices together with the reasoning behind these procedures; gain insight to being an effective decision-maker within the context of projected career goals; develop ability to initiate or reject situations that are presented for intern's evaluation; prepares reports; compiles and analyzes data pertaining to assigned projects.

**MINIMUM QUALIFICATIONS:**

**Education:** Must be in attendance at, or on legitimate leave from, a high school, trade school, college or university. Academic background compatible to departmental assigned projects.

**License:** Must possess a valid California driver's license. This requirement may be waived at the discretion of the General Manager for disabled or other applicants where the projects are such that a valid California Driver's License would not be necessary.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to investigate and analyze situations, plan and organize research. Ability to speak and write effectively. Ability to follow instructions and to maintain harmonious working relations with fellow employees and the public.

Board Resolution 1980-8-208

Revision Approved by GM: March 4, 2008