

PLEASE POST

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East Bay 
Regional Park District
2950 Peralta Oaks Court, Oakland, CA 94605
Human Resources (510) 544-2154
www.ebparks.org

Accepting Applications:

SUMMER INTERN
(Several Openings)

The East Bay Regional Park District is an Equal Opportunity Employer.

Job Announcement Date
Wednesday, March 7, 2012

Filing Deadline Date
Wednesday, April 11, 2012; 5:00 p.m.

PAY RATE: \$13.81 per hour

The East Bay Regional Park District is a public agency special district, established in 1934 to provide park and open space needs to the residents of Alameda and Contra Costa Counties. With 65 parks, over 108,000 acres, and over 1200 miles of trails, we are the largest regional parkland agency in the nation. Each year the District employs approximately two-dozen student interns with a primary program purpose to offer students a paid and enriching on-the-job learning experience, relevant to their area of academic study.

Under direction of a project supervisor, an intern is assigned to work on a specific project approximately 40 hours a week for a short-term period of 10-12 weeks. This year's program has seven (7) separate projects; see the attached 2012 Summer Intern Project Preference Form.

GENERAL 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.

Majors Encouraged: Natural Sciences, Parks and Recreation, Business, Computer Sciences, Library Science, Fire Science, Geography, and English, or other closely compatible majors. (Each individual project may require different educational specialties).

GENERAL KNOWLEDGE, SKILLS & 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. (Each individual project may require different knowledge, skills, and/or abilities.)

HOW TO APPLY: Interested students may pick up applications from EBRPD Human Resources Division, 2950 Peralta Oaks Court, Oakland; or may telephone Human Resources at (510) 544-2154 and request that an application packet be mailed. Application materials may also be downloaded from the District's website at www.ebparks.org/job. The completed materials must arrive in Human Resources before 5:00 p.m. on the closing date.

Postmarks or faxed applications are not acceptable. Application materials for this position consist of:

- 1) An EBRPD Application Employment Form. (This form must be completely filled out.) **AND**
- 2) 2012 Summer Intern Project Preference Form. (Attach to the application.) **AND**
- 3) 2012 Summer Intern Supplemental Statement. (Attach to the application). The purpose of this form is to detail your interest in one or more projects. A resume may be attached but should not be substituted for the Supplemental Statement or any other part of the application packet.

All applicants will receive a letter within three weeks after the filing deadline.

(Application materials of all applicants will be screened. Candidates with complete packages and whose qualifications most closely match project needs will be referred to the project supervisors. Project supervisors will select the best-qualified candidates for interview.)