

**Agency:** Foster City Parks and Recreation Department

**Contact Person:** Intern Manager:  
Mary Bates  
650 Shell Boulevard  
Foster City CA 94404  
650-286-3390  
[mbates@fostercity.org](mailto:mbates@fostercity.org)

To apply for the Foster City Internship Program with a recreation programming or parks emphasis, send a letter of intent and resume, and class project to:

Kevin M. Miller  
Director of Parks and Recreation  
*Internship Program*  
City of Foster City Parks & Recreation Department  
650 Shell Boulevard  
Foster City, CA 94404  
[kmiller@fostercity.org](mailto:kmiller@fostercity.org)

**Program Focus:** 1 - A Recreation Intern will experience a unique array of recreational activities ranging from programming for school-aged children to developing and implementing a community special event. Interns will participate in weekly staff and management meetings and receive hands-on experience in marketing programs and developing department publications such as event flyers and brochures. Each intern will establish a set of goals and objectives to accomplish during the internship.

2 - The Parks Intern will receive a full orientation of a municipal parks operation including elements of administration, hands-on maintenance techniques, public relations, capital project management, park standards auditing, budgeting, staff training, recognition programs, equipment management and maintenance. There will also be opportunities to work with the staff arborist, to visit other types of park agencies, and to work on special projects.

**Rate of Pay:** Interns are hired to assume duties as if they were a full-time Recreation Coordinator or Parks Maintenance Worker I. Interns are paid \$10 per hour; hired as a part-time temporary employee.

**Semesters:** Seasonality of the opportunity is year round (Summer, Fall, and Spring)

**Responsibilities:**