



Genesee County Parks Facilities Management Intern:

Under the supervision of the Facilities Management Director and the Park Project Manager, the Facilities Management Intern will provide assistance with budgeting; project management; facility and grounds maintenance; developing departmental procedures and policies; developing and implementing staff training programs; and other job duties as necessary. Internship duties will primarily involve administrative duties in the Facilities Management and Operations aspect of the Parks and Recreation Profession.

Interns are likely to be significantly involved in:

- Playground installation, auditing and safety program management.
- ADA transition plan development.
- Computer Maintenance Management System (CMMS) management.
- Assisting in operations of Crossroads Village and other revenue generating facilities along with large special events.
- Exposure and possible development of a Graphic Information System (GIS).
- Collaboration and working relationship with other Genesee County departments and outside organizations.
- Mapping and cataloging of park assets.

The Genesee County Parks and Recreation Commission manages over 11,000 acres of land across Genesee and Lapeer Counties. We operate a wide variety of facilities; including, three Beaches, a Historic late 1800's village, a Narrow Gauge Railroad, an ORV park, a Nature Center, a Campground, two developed Boat Launches, over 40 day use parks, two equestrian facilities, a Disc Golf course, multiple urban parks and trail system within the City of Flint, and much more. The Genesee County Parks operates a diverse range of facilities that will provide an internship student with a wide range of opportunities to learn and grow as a professional.

Qualifications:

- Ability to maintain good interpersonal relationships and communicate effectively.
- Strong interpersonal and communication skills.
- Completion of a State of Michigan background check & a valid driver's license.
- Strong computer skills.
- Enrolled in a Facility Management, Parks and Recreation or related field at an undergrad or graduate level.

**To Apply:** Please send cover letter detailing interest in the position and your resume to: Patrick Linihan at [plinihan@gcparks.org](mailto:plinihan@gcparks.org)

**Rate of Pay:** \$12.35 per hour

**Number of Positions:** 1

Positions can be tailored to meet the requirements of a 15 week or 30 week internship. Flexible start and end dates.

**Application Deadline:** Open until filled.