

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN - RECREATION AND TOURISM INTERN – SKY TO SOUND WATER TRAIL

Spec No. 9208

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

Assist Snohomish County Parks and Tourism staff in the development of the Sky to Sound Water Trail Plan. The project works with staff from the National Park Service Rivers and Trails Assistance Program, Forterra, REI, Washington Water Trails Association, The City of Everett, Sultan, Monroe, Index, Skykomish, Lake Stevens, and Snohomish. Public land managers that include the USFS, Dept. of Natural Resources, Dept. of Fish and Wildlife, various paddle groups and other County departments.

The Sky to Sound Water Trail spans 84 miles from the upper reaches of the Skykomish River into the Snohomish River and out to Puget Sound and involves 10 distinct communities. The Sky to Sound Coalition meets on the first Monday of each month in various locations along the waterway. There are several sub-committees to support and attend between monthly meetings.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Assists with conducting research and data collection; coordinating communications, photos and maps for the water trail.
2. Assists with preparing and scheduling communications and reports and distribution lists.
3. Assists with outreach and preparation to get public input on water trail development issues.
4. Attends and assists with the leading of public meetings under supervision of County Parks Economic Development Staff.
5. Assists with analysis and synthesizing data collected.
6. Assists with preparation of reports of findings and recommendations.
7. Assists with note taking at monthly Sky to Sound Water Trail Meetings.

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STATEMENT OF OTHER INTERNSHIP DUTIES

8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment.

Currently working towards a degree in outdoor recreation, community development, communications, economic development, environmental studies, or closely related field.

PREFERRED QUALIFICATIONS

Strong interest in community engagement and public outreach; interest in revitalization of rural economies through sustainable tourism development; should be comfortable speaking with diverse stakeholder groups, creating email and speaking in front of a group.

KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- the principles and practices of water trail planning;
- the principles and practices of broad public engagement;
- the use of basic online platforms and systems like Box.com, Esri Story Maps;
- the ability to produce meeting notes, summaries and reports;
- the organization, structure and function of county government and local stakeholder partnership development and collaboration;
- professional writing and public meeting preparation;
- how to maintain records and prepare necessary reports;
- the application of relevant economic development principals for tourism in rural communities;
- research and analysis techniques;
- public interaction and project management.

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- prepare clear and concise written reports and presentations;
- prioritize and resolve problems;

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KNOWLEDGE AND ABILITIES (Continued)

- exercise initiative and judgment and make decisions within the scope of assigned responsibility;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public;
- analyze and solve work related problems.

SUPERVISION

Intern will receive direction from the Snohomish County Parks Tourism Division. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

WORKING CONDITIONS

The majority of the work is performed in a varied meeting locations and office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2015

EEO Category: 5 – Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 7000 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.