



**CITY OF GRAND JUNCTION
2008 INTERNSHIP OPPORTUNITIES**

POSITION: Parks Mechanic Intern
DEPARTMENT: Parks and Recreation, Parks Division

SALARY: \$10.00/hr

This internship will assist the current parks mechanic in most duties involved with maintenance and repair of all parks equipment. This will include service of equipment (oil changes, greasing, filter replacement), inspections, welding, fabrication, major and minor equipment repair. Equipment varies from small power tools and equipment to large mowers and tractors. Intern must have knowledge and experience necessary to work on a variety of parks equipment, as well as a willingness to learn and be a strong team member. Physical requirements: lifting up to 50 lbs.

This is a 12 week internship, 40 hours per week, June 2 – August 22, 2008.

**POSITION: Event Planning & Coordinating,
Hospitality Administration, General Intern**
DEPARTMENT: Parks and Recreation, Two Rivers Convention Center

SALARY: \$10.00/hr.

THIS INTERNSHIP BEGINS IN THE FALL OF 2008

The intern will perform a variety of administrative tasks assisting the sales staff in booking events and the event planner(s) in planning and coordinating the events at Two Rivers Convention Center and the Avalon Theatre. This position will administratively help complete tasks related to billing, filing, data recording and other detailed tasks; ensure by phone and/or email that all client services are administered. To gain operations exposure, this position will spend time serving guests and setting up in banqueting and complete food preparation tasks in the kitchen. It is preferred that the intern have a history and background in hospitality-related work, with a high focus on detailing and customer service; a student in their third or fourth year of college level education majoring in business with a focus in hospitality administration and/or event planning. **This is an 13 week internship, 20 hours per week, Sept. 15 – Dec. 15, 2008.**

APPLICATION PROCEDURE: Please email your resume along with a letter of interest to Shelley Caskey, HR Analyst, at shelleyc@gjcity.org or deliver to the Human Resources Division, 250 N. 5th St., Grand Junction, CO 81501. For hearing/visually impaired, 1-800-659-2465 (TDD); 1-800-659-3656 (VOICE). Equal Opportunity Employer.