



# City Of Kenmore, Washington

## Volunteer & Events Student Intern Position Description

### Volunteer and Events Internship

**Department:** Executive Department

**Approved and Supervised By:** Shelby Krogh, Volunteer and Events Supervisor

### Summary

The Volunteer and Events Intern will help in executing and promoting special events and performs a variety of office duties related to recruiting, scheduling, and managing volunteers for the City. This position will assist in the event planning/marketing process and volunteer management of the City's Volunteer Appreciation Event, 4th of July Show, Movies @ the Square, Summer Concert Series, Kenmore Play Day, #WhyILoveKenmore Summer Party, Beautify Kenmore, Jack Crawford Day, and Tree Lighting Festival & Holiday Market. This position will also include tasks related to Target Zero—the City's bike and pedestrian safety program. The position will require approximately 8-10 hours of volunteer service per month, June 2018 – June 2019, with much of the summer months spent in attendance at major City events.

### Essential Duties and Qualifications

#### **Essential Duties**

- Assist City staff with planning and execution of major City events, including vendor outreach, programming, and research, as well as attendance at most events
- Prepare day-of event materials, including hospitality supplies and event equipment
- Work with Communications Specialist to market special events: preparing draft press releases, keeping event marketing sites updated, provide promotional info for Facebook updates on events, and keep event marketing materials stocked in City Hall
- Assist City staff with distribution of event marketing materials (fliers and posters) throughout Kenmore and the surrounding communities.
- Enter Volunteer data into the City's volunteer management software system
- Assist in scheduling of volunteers and send out reminder emails to these volunteers prior to events
- Assist in preparing volunteer recruitment materials and work with other interns to assist in distributing materials to businesses, churches, and community groups.
- Assist City staff in checking in, training, and managing volunteers at City special events
- Alert City staff if volunteer is injured and assist in completing incident/injury forms.
- Assist staff in preparing sponsorship recruitment materials
- Ensure sponsor banners are displayed and on site sponsors needs are met during special events
- Invite qualifying sponsors and help coordinate VIP area on Log Boom Park Pier for sponsors at the 4<sup>th</sup> of July Show
- Prepare sponsor perk package at year end to thank sponsors and provide them examples of how their company was represented on event materials
- This position handles sensitive and confidential information. Intern must be willing to sign and abide by the City's Confidentiality Agreement
- Others duties as assigned

#### **Working Conditions**

- Work is performed in office setting (City Hall) and outdoors at event venues, such as park facilities.
- Position will require some lifting (under 50 lbs), physical labor, body positioning, and a considerable amount of standing and walking.



# City Of Kenmore, Washington

## Volunteer & Events Student Intern Position Application

**Description:** The volunteer and events internship at the City of Kenmore is designed to help students understand local government, work with the local community, and learn skills that can transfer into the job market, as well as prepare students for future college internships. This position helps with the City's volunteer and events program.

**Applications due Friday, April 6, 2018 by 5:00 p.m. Staff contact: Shelby Krogh at [skrogh@kenmorewa.gov](mailto:skrogh@kenmorewa.gov).**

<b>Days:</b>	Varies	<b>Hours:</b>	8-10 hrs/month
<b>Season:</b>	Year Round	<b>Job Site:</b>	Kenmore City Hall
<b>Length:</b>	One Year	<b>Training:</b>	Provided
<b>Background Check</b>	Required	<b>Confidentiality Agreement:</b>	Yes
<b>Environment:</b>	Indoors/Outdoors	<b>Reports to:</b>	Events and Volunteer Supervisor

### Intern Candidate Information

Last Name:	First Name:	Volunteer Cell Phone (with area code)
Address	City/ZIP	Email

### Questionnaire

- Why do you want to intern with the City of Kenmore?
  
- Please tell us about your skills or background that make you a good candidate for this position?
  
- This position requires a minimum of 2 hours per week and attendance at a majority of the City's Special Events: 4<sup>th</sup> of July Show (July 4), Summer Concert Series (TH evenings, July 12 – August 16 | 5-9pm), Movies @ the Square (July 11, 25, August 8, 22 | 7-10pm), Kenmore Play Day (August 11), #WhyILoveKenmore Summer Party (August 25), and Tree Lighting Festival (December 1). Do you have any conflicts you foresee in meeting the attendance requirements for this position?

I apply to this volunteer position and understand that if I am selected for this position that I will attend all required training and agree to abide by the Volunteer Responsibilities as listed on the Volunteer Internship Position Description or provided me during the Volunteer Orientation. I understand that this is a non-paid position with a one year commitment and requires 2-3 hours per week.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name of Volunteer Intern Candidate

\_\_\_\_\_  
Signature of Candidate