



BAKERSFIELD

THE SOUND OF *Something Better*

**Youth Jobs Program
Parks Mobile Recreation Intern
Summer 2024
Application Packet**

KERN COMMUNITY
FOUNDATION

*Growing community.
Growing philanthropy.*

Parks Mobile Recreation Internship

Program Overview

Thank you for your interest in the Parks Mobile Recreation Internship!

The Parks Mobile Recreation Internship Program is an eight-week, paid summer internship where youth ages 18 – 30, will work part-time with the City's Recreation & Parks Department. As a pipeline to a career in public service, Interns will gain experience working with diverse groups of children, take part in pop-up recreation activities, help facilitate summer day camps and summer special events, and help children develop lasting memories of a great summer experience. Youth will receive career development services from the Kern Community Foundation and Recreation & Parks Department including regular professional workshops, travel stipends, mentorship, and field trips.

Eligibility

To be eligible for this program, applicants must:

- Be at least 18 years of age by June 17, 2024;
- Be no older than 30 years of age by August 9, 2024;
- Be available to work no less than 20 hours per week on a preset schedule of Recreation and Parks events;
- Have a Social Security Number (SSN); and
- Have a strong desire to serve their city and community!

Internship Requirements & Duration

Internships shall take place from Monday, June 17, 2024, through Friday, August 9, 2024. Interns are expected to work 20 hours per week, Monday – Friday, from 8 AM to 5 PM PST with some flexibility to work on the weekends. Schedules will be determined by Department Supervisors. Below are important program dates to consider before applying:

June 17, 2024	First Day of Work & Orientation
July 8-12, 2024	Mid-Program Evaluations
August 9, 2024	Last Day of Work

Application Process

The Parks Mobile Recreation Internship Application opens on Friday, April 5, 2024. Applications and resumes are due on Friday, May 3, 2024, at 11:59:59 PM PST. The hiring process will include a review of the applications and resumes as well as a 30-minute panel interview. The timeline below highlights key application dates. Before applying, please ensure you will be available during those dates and times.

Application Dates

April 5, 2024	Application Released
May 3, 2024, @ 11:59:59 PM	Application Closes
May 6 – 10, 2024	Applications Review
May 13 – May 24, 2024	Panel Interviews
May 28, 2024	Decisions Mailed and Eligibility Confirmed

Compensation

Interns will be paid \$18.00 an hour and be provided with all-inclusive fringe benefits including worker's compensation.

Submission and Questions

Applications and resumes are due to the Kern Community Foundation by Friday, May 3, 2024, at 11:59:59 PM. If you have any questions, please reach out to the Kern Community Foundation at 661-325-5346 or jobs@kernfoundation.org. Please email your application as one Microsoft Word or PDF packet to jobs@kernfoundation.org. If you plan to mail or drop off your application, please send it to:

ATTN: Rashha Rohina
Kern Community Foundation
5701 Truxtun Ave, Suite 110
Bakersfield, CA 93309

1. Application Checklist

The following application checklist will help guide you in submitting a completed application. Please ensure all documents (except for the Recommendation Form) are included in the application.

Check-Off	Items
	1. Application Checklist (this form)
	2. Resume
	3. Application
	4. Certification

2. Resume

Please submit a one- to two-page resume outlining your relevant education and work experience. If you do not have a resume, you may use the resume template below:

First Name Last Name

Address | City, State, Zip | (XXX) XXX-XXXX | Email Address

EDUCATION

Bakersfield College | Bakersfield, CA

Class of 2025

Dual Enrollment: Industrial Automation, Fire Tech

Bakersfield High School | Bakersfield, CA

Class of 2026

High School Diploma

GPA: 3.5

WORK EXPERIENCE

Costco | Bakersfield, CA

January 2023 – December 2023

Customer Service Associate

25 hrs. / wk.

- Assists 500 customers daily with item purchases, exchanges, and returns
- Stock hundred of pallets per week and received Employee of the Month award for Southwest location

Fastrip | Bakersfield, CA

January 2023 – December 2023

Front Desk Associate

10 hrs. / wk

- Processed hundreds of transactions and engaged with clients
- Sweep, mop, and clean store dozens of times at the request of supervisors

TECHNICAL SKILLS, TRAININGS, AND CERTIFICATIONS

- 100 hours of Occupational Health & Safety Agency Training (OSHA)
- Food Handler's Certificate, May 2020

3. Application Form

Section 2.1: Applicant Information

Last Name **First Name** **M.I.**

Cell Phone **Email Address**

Address **City** **ST** **ZIP**

Date of Birth (MM/DD/YYYY): _____

Income Level:

Annual Household Income: _____ Household Size: _____

Academic Plans (Please select all that apply):

College / University Trade School Other Postsecondary Program Not Sure

Career Plans (Please select all that apply):

Public Service / Government Private Sector Non-Profit Not Sure

Section 2.2: Academic Information & Extracurriculars

High School Information

High School: _____

Anticipated Year of Graduation: _____ GPA: _____

College Information

School Name: _____

Anticipated Year of Graduation: _____ GPA: _____

Class Level:

Freshman

Sophomore

Junior

Senior

Extracurricular Activities:

Please list up to five extracurricular or after-school activities you have been involved in. This may include working another job, participating in sports, school clubs, volunteering, etc. Please include a brief description of the activity, including the activity's name, your role, and when you performed that activity. For example:

"Volunteered with the Boys and Girls Club from January 2022 to May 2022 for 1 hour per week."

1. _____

2. _____

3. _____

4. _____

5. _____

Hard Skills (Please circle all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Adobe Products | <input type="checkbox"/> Mapping Software | <input type="checkbox"/> Social Media Experience |
| <input type="checkbox"/> Coding | <input type="checkbox"/> Data Visualization | <input type="checkbox"/> Website Creation |

Soft Skills (Please circle all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Active Listening | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Great Communicator | <input type="checkbox"/> Detail-Oriented |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Great with Kids | |

Sports and Experience:

- Sport: _____ Beginner Intermediate Advanced Pro
- Sport: _____ Beginner Intermediate Advanced Pro
- Sport: _____ Beginner Intermediate Advanced Pro

Emergency Contact Information

Name	Phone	Email
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Section B: Question & Answer

The following questions will help the City of Bakersfield learn more about you. Your responses to these questions will not have a negative impact on your application. Please answer as truthfully as possible.

- Have you participated in an AmeriCorps Program? Yes No
- Have you had difficulty finding employment? Yes No
- Can you get to and from various work locations throughout the City? Yes No
- The program activities will take place during regular weekly business hours, evenings, and weekends. Are you available to work this type of schedule for the duration of the program? Yes No

Section C: City Parks

The City of Bakersfield owns and operates 61 parks. Below is a list of the City's parks.

Aera Park	Dr. Martin Luther King Jr. Park	Saunders Park
Amberton Park	Garden Park	Seasons Park
Amtrak Station Playground	Granite Pointe Park	Siemon Park
Beach Park	Greystone Park	Silver Creek Park
Beale Park	Grissom Park	Solera Gardens Park
Belcourt Park	Haggin Oaks Park	Stiern Park
Bill Park Greens Park	Jastro Park	Stone Creek Park
Bridle Creek Park	Jefferson Park	Tevis Park
Campus Park North	Joshua Park	The Park at River Walk
Campus Park South	Kaiser Permanente Sports Village	Tradewinds Park
Castle Park	Kern River Parkway Trail	University Park
Centennial Park	Kroll Park	Uplands of the KR Pkwy
Centennial Plaza	Lowell Park	Wayside Park
Central Park at Mill Creek	McMurtrey Aquatic Center	Weill Park
Challenger Park	Mesa Marin Sports Complex	Weston Park
City in the Hills Park	Patriots Park	Wilderness Park
Coffee Road	Pin Oak Park	Wilson Park
Coral Keys Park	Planz Park	Windermere Park
Corvallis Park	Quailwood Park	Windsor Park
Deer Peak Park	River Oaks Park	Yokuts Park

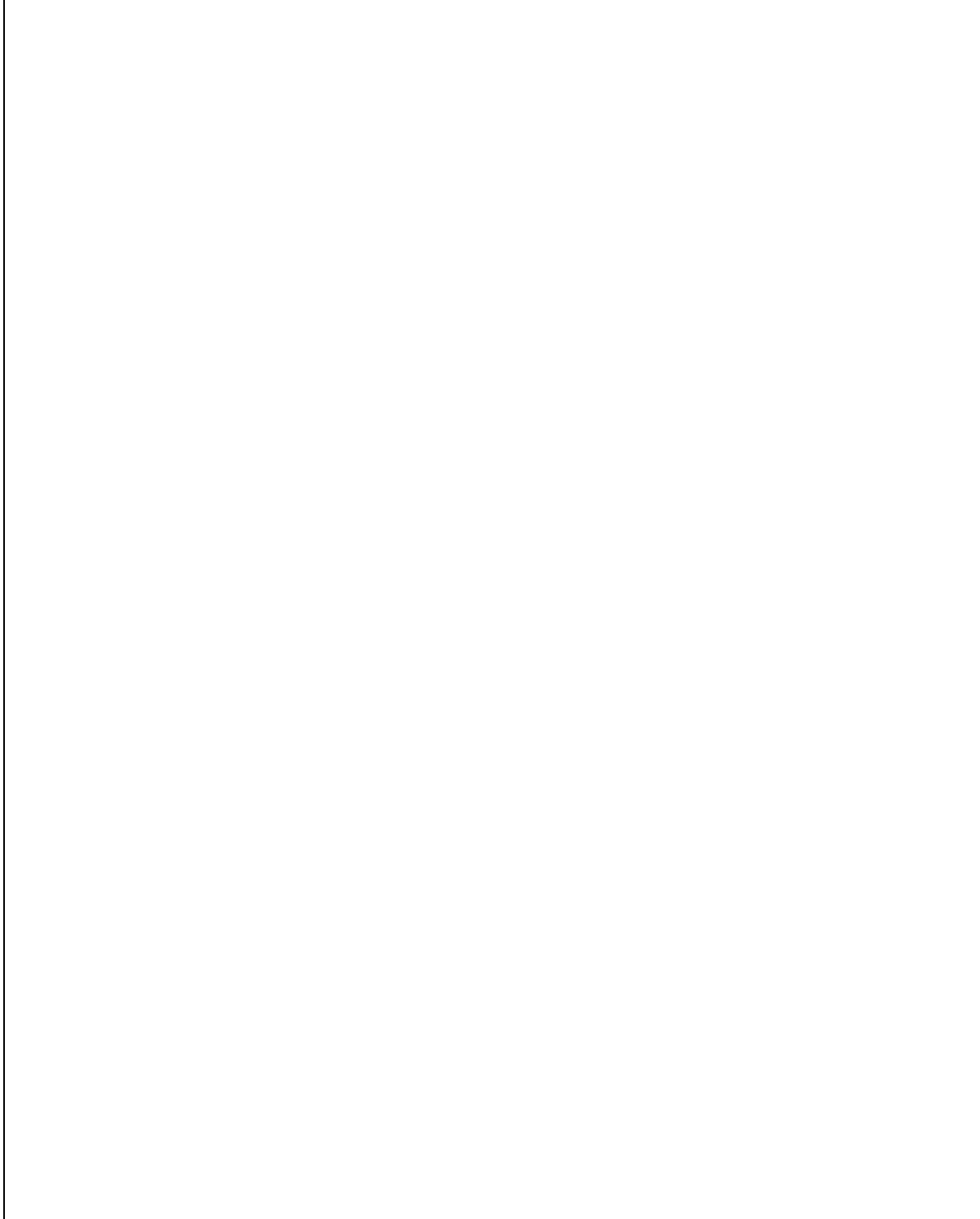
The City would like to see which Parks you are familiar with. Please list some of your most visited City parks over the past 5 years.

No.	City Park
1	
2	
3	
4	
5	
6	

Section D: Short Responses

Personal Statement: Why are you interested in the Parks Mobile Recreation Internship? What qualities will you bring to the program? What do you hope to gain from this program? (300 words or less)

Statement of Adversity: Tell us about a time you faced adversity and how you overcame it. Please describe any challenges along the way including but not limited to your employment status, household income, socio-economic background, or other hardships (500 words or less).

A large, empty rectangular box with a thin black border, intended for the user to write their statement of adversity. The box occupies most of the page below the instructions.

4. Certification

I, _____, understand that any misstatements, misrepresentations, or omissions of fact contained herein may be grounds for denial or termination of intern placement.

Printed Name

Date

Signature

Date