

Well KEPT Program Trainee

Pay Range: \$8.44

Hours: 9am-3:30pm, Monday-Friday

Payroll Title: Student Intern I

Department/Division: Parks & Community Services Department / Natural Resource Division

Employment Status: Student Intern

Assignment Length: June 30 – August 22, 2008

of Positions Hiring: Twenty-four (24)

Closing Date: Friday, June 13, 2008, 4pm

Position Summary

The Well KEPT Program is a summer youth employment program offered through the Natural Resource Division of the Parks & Community Services Department. The program is designed to provide Bellevue youth with education, job skills, and career development training in the field of park resource management. Work focuses on parkland renovation and maintenance; projects may include forest enhancement, wetland restoration, and trail construction. The Well KEPT Program combines on-the-job work experience, environmental education, and career development training to instill strong self-esteem, good work habits, and sound environmental ethics.

Qualifications

- Must be between 14 and 18 years of age on June 30, 2008.
- Must be a student enrolled in middle or high school in Fall, 2008.
- Must reside in Bellevue. Youth living outside Bellevue will be considered only if space is available.
- Enthusiasm and desire to work outdoors preferred.
- Interest in learning about park resource management activities beneficial.
- Must be able to work as a team member to accomplish a common goal.
- The position is intended to be a learning experience; therefore no prior experience is required. Past Well KEPT Trainees will be considered only if space is available.
- Washington State Patrol Criminal History check required on all applicants.

Physical Demands

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 40 pounds.
- The noise level in the work environment is usually moderately quiet.
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- Employee must be willing and able to work outside in all weather conditions.

Definition of a Student Intern

- Must be enrolled in a bona fide education program. Full time employees taking evening classes, those enrolled in one course, or those going to school periodically are not considered student interns.
- During the school year must be scheduled to work 20 hours or fewer per week.
- During special situations (i.e. specific internship programs through school) or during school breaks, can be scheduled to work more than 20 hours, up to full time, if appropriate.
- Must be terminated as a student intern when no longer associated with an education program.
- At-will for the duration of the student intern status.

How To Apply

Application packet can be picked up at City of Bellevue, Parks Resource Management office located at 16023 NE 8th Street, Bellevue, WA 98008, M-F 7:30am-4pm, or phone 425-452-6855 to have one mailed to you.

Packet contains short employment application, Washington State Patrol Request for Criminal History Information form, and the Parent/School Authorization form.

Send completed application packet, if desired to:

City of Bellevue
Parks NR
Attn: Michelle Campbell-Rekaby
16023 NE 8th Street
Bellevue, WA 98008

For more information, call Bob Schafer at 425-452-7225 or email: rschafer@bellevuewa.gov