

Morale Welfare and Recreation (MWR) at the Naval Air Station in Key West Florida is currently recruiting interns for the spring semester. MWR offers internships year round with the immediate need for a January start date. Please see the attached documentation that will help illustrate the programs we offer. The deadline for the January start date has been pushed back to November 15 so please urge your students to take advantage of this amazing opportunity. To complete the application process, each student must submit the attached application form, a cover letter and resume to the following email address: emma.harlow@navy.mil. If students wish to send a hard copy, encourage them to email a copy and state that the hard copy is in the mail. If you have any questions, please feel free to call or email at any time.

Phone Number: 305-293-2682
Email Address: emma.harlow@navy.mil
Fax Number: 305-293-2416
Mailing Address: PO Box 9027, Key West, FL 33040

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Emma Harlow

Emma Edgar Harlow
Special Activities Coordinator
Morale, Welfare and Recreation
Naval Air Station, Key West
Office: 305.293.2682
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Internship Application

Morale, Welfare & Recreation

PO Box 9027

Key West, Florida 33040

Phone 305-293-2682 Fax 305-293-2416



Intern's Full Name (print) _____

Social Security Number _____ Date of Birth _____

Internship Assignment Location _____

Major Field of Study _____

Current Address _____

Permanent Address _____

Emergency Contact _____

E-Mail Address _____

Current Phone _____ Permanent Phone _____

University Name _____

Faculty Advisor _____ Phone _____

Start Date of Internship _____ End Date _____

Beach Patio - Liberty Internship

Introduction

This internship is located within the Recreation Programs Division of the Morale, Welfare, & Recreation Department at the Naval Air Station Key West, Florida. The intern will assist in managerial and supervisory task of a comprehensive program of social, cultural, entertainment and other recreational activities that promote a happy, healthy lifestyle and positive use of leisure time. Some of the programs occur after regular working hours and on weekends, which causes irregular working hours and sometimes long workdays.

The Liberty Manger will assist the Intern with their goals and objectives.

Major Duties

- Intern responsibilities will included but are not limited to scheduling, organizing, publicizing, directing, and evaluating recreational activities, assist with coordinating special events, providing information to point of contacts, and help maintain inventory of all rental equipment.
- Assist Liberty Manager with development of liberty programs budgets and ensure follow up of budget.
- Interns will assist in development and implementation of proper procedures regarding the operations of the Liberty program.
- Interns will assist with gear issue and rental, local attraction tickets (ITT), resale (food, beverages, etc.), internet computers, Navy Motion Picture Service, social and cultural activities.
- Interns will be responsible for creating publicity pertaining to various programs and make information available to base participants.
- Interns will be exposed and work closely with the Beach Patio Recreation Centers Standard of Operations manual.
- Interns will assist Liberty Manager with ship and squadrons briefings.
- Interns will assists Liberty Specialists in the operations of the Beach Patio, including working front desk, cleaning recreation center and equipment, taking reservations and appointments, and ensuring outstanding customer service.

Knowledge Required by the Intern

Interns should have skill in the application and utilization of planning and carrying out liberty programs that will meet the needs of the military community.

Special Projects

Interns will be required to plan and carry out the various phases of a special project that will be decided upon by the Liberty Manager and the needs of our sailors. Usually, the University has standards that the project must meet.

Physical Demands

Interns may be required to work some long periods while standing, walking, and participating in games, activities and travel. Work will include some lifting and stocking of resale items.

Work Environment

The duties and responsibilities of the Intern will require both indoor and outdoor work. Incumbent will operate electronic equipment such as computers, cash register and entertainment equipment. Work hours may be erratic, working days, evenings, weekends and holidays.

Information of this position is not all inclusive of the daily tasks in which you may be required to complete. Key West is very seasonal and requires flexibility and motivation to meet our customer's needs. I am sure you are ready for the task.

Tony Jacquette; Recreation Director

Naval Air Station Key West

Information, Tickets & Tours Internship

Introduction

This internship is located at the Information, Tickets & Tours Office within the Recreation Programs Division of the Morale, Welfare, & Recreation Department at the Naval Air Station Key West, Florida.

The intern will assist in managerial and supervisory tasks of a comprehensive program of social, cultural, entertainment and other recreational activities that promote a happy, healthy lifestyle and positive use of leisure time. Some of the programs occur after regular working hours and on weekends, which causes irregular working hours and sometimes long workdays.

The Information, Tickets & Tours Manager will assist the Intern with their goals and objectives.

Major Duties

- Intern responsibilities will include but are not limited to scheduling, organizing, publicizing, directing, and evaluating recreational activities, assists with coordinating special events, providing information to point of contacts, and help maintain inventory of all tickets.
- Assist ITT Manager with development of tour programs budgets and ensure follow up of budget.
- Interns will assist in development and implementation of proper procedures regarding the operations of the ITT program.
- Interns will assist with fitness center, local and regional attraction tickets (ITT), resale (shirts, hats, etc.), internet computers, social and cultural activities.
- Interns will be responsible for creating publicity pertaining to various programs and make information available to base participants.
- Interns will be exposed and work closely with the military public to insure accurate information about leisure activities in the local and regional area.
- Interns will assist the ITT Manager in contracting new vendors and vendor relations including accounts payable.
- Interns will assist ITT Specialists in the operations of the Recreation Center, including working front desk, providing information, cleaning recreation center and equipment, taking reservations and appointments, and ensuring outstanding customer service.

Knowledge Required by the Intern

Interns should have skill in the application and utilization of planning and carrying out recreational programs that will meet the needs of the military community.

Special Projects

Interns will be required to plan and carry out the various phases of a special project that will be decided upon by the ITT Manager and the needs of our sailors. Usually, the University has standards that the project must meet.

Physical Demands

Interns may be required to work some long periods while standing, walking, and participating in activities and travel. Work will include some lifting and stocking of brochures and maps.

Work Environment

The duties and responsibilities of the Intern will require both indoor and outdoor work. Incumbent will operate electronic equipment such as computers, cash register and physical fitness equipment. Work hours may be erratic, working days, evenings, weekends and holidays.

Information of this position is not all inclusive of the daily tasks in which you may be required to complete. Key West is very seasonal and requires flexibility and motivation to meet our customer's needs. I am sure you are ready for the task.

Tony Jacquette; Recreation Director

Naval Air Station Key West

MWR - Liberty Program Internship

Introduction

The Liberty Program internship is located within the Leisure Recreation Programs Division of the Morale, Welfare, & Recreation Department at the Naval Air Station Key West, Florida. The intern will assist in providing quality of life alternatives for the single and unaccompanied servicemen and women on shore-duty and Sailors permanently assigned to bachelor quarters. The intern will be assigned tasks of a comprehensive program of social, cultural, entertainment and other recreational activities that promote a happy, healthy lifestyle and positive use of leisure time. Programs occur after regular working hours and on weekends, which causes irregular working hours and sometimes long workdays.

The Liberty Coordinator will assist the Intern with their goals and objectives.

Major Duties

- Interns will assist in development and implementation of proper procedures regarding the operations of the Liberty program. This includes program safety and liability regulations, transportation standard operating procedures (SOP) and food handling rule and regulation standards.
- Intern responsibilities will include but are not limited to program planning, scheduling, organizing, publicizing, directing, and evaluating recreational and leisure activities, assist with coordinating special events, providing marketing information to point of contacts, Liberty members and internal MWR facilities and help maintain a comprehensive after action report file.
- Interns will assist the Liberty Coordinator with development of Liberty Program monthly and annual budgets. Correlate Grant Funds with Budget programming. Also, organize and complete monthly Barracks Bash cookouts and work directly with volunteers on event production.
- Interns will be responsible for marketing and increasing publicity of programs and make information available to base participants; base newspaper, MWR news letter, marquee display, all hands/tenant commands emails, chief briefs, Plan of the Week documents, door hangers and flyers. Also, establish new and innovative methods of information distribution.
- Interns will be responsible for gathering data reflecting the needs of the single and unaccompanied servicemen and women to develop and enhance monthly programming. For example, focus groups, surveys, unstructured interviews and attend the Quarterly MWR Tenant Command meeting.
- Interns will assist for development and construction of the Liberty Center. This will include learning how to complete the proper purchase request forms, purchase orders, and other documentation and paperwork included. In addition, interns will become knowledgeable of proper Navy regulation communication, documentation and reporting.

- Intern will maintain appropriate databases for Liberty members, point of contact for distribution, authorized patrons, Liberty Card distribution and more.
- Interns will document each event and program with photographs to be sent to the newspaper and other forms of advertising to promote the Liberty program.

Knowledge Required by the Intern

Interns should have skill in the application and utilization of planning and carrying out Liberty programs that will meet the needs of the single and unaccompanied personnel E-6 and below. Computer proficiencies such as Microsoft Suite: Word, Excel, and Power Point. Interns should have effective and proper communication via letter, email and in person for small to large groups.

Special Projects

Interns will be required to plan and carry out the various phases of a special project that will be decided upon by the Liberty Coordinator and the needs of our patrons. Usually, the University has standards that the project must meet. The special project should have short term and long term goals and effects and the interns should have a concept/idea of a challenging and attainable project after the first week of initiation.

Physical Demands

Interns may be required to work some long periods while standing, walking, and participating in games, activities and travel. Time will be spent working at a desk for partial/complete work days. Dependant on duties, driving could be a requirement; distance not exceeding 50 miles.

Work Environment

The duties and responsibilities of the Intern will require both indoor and outdoor work. Incumbent will operate electronic equipment such as computers, the marquee and entertainment equipment. Work hours may vary and include working days, evenings, weekends and holidays.

Information of this position is not all inclusive of the daily tasks in which you may be required to complete. Key West is very seasonal and requires flexibility and motivation to meet our customer's needs. I am sure you are ready for the task.

Marketing/Special Events Internship

Introduction

This internship is located within the Marketing Division of Morale, Welfare & Recreation Department at the Naval Air Station Key West, Florida

The intern will assist in managerial and supervisory task of a comprehensive marketing department and graphic shop. Most business occurs within normal working hours from 8 a.m. until 4 p.m. Monday through Friday for routine work. Special event promotion and sponsorship may require after hours and weekends. Some irregular working hours and long workday may occur.

Major Duties

- Intern responsibilities will included but not limited to organizing and coordinating all the marketing needs from Program Managers and support personal within the MWR Departments (of which there are approx. 20). May hold focus groups, do marketing surveys that help determine the marketing mix and demographic information needed to formulate a comprehensive marketing plan.
- Determine the marketing needs of particular programs, activities, and special events. This should result in “power marketing” strategies that are responsive to the MWR goals and mission.
- Develop procedures and guidelines to review and analyze the effectiveness of the marketing plan to insure objectives have been met
- Coordinate with the graphic department to design and implement all printed marketing materials. Ensure all design and construction of all signage generate interest in all MWR activities, programs and events while meeting the proper standards.
- Directs the writing and editing of feature articles and news releases for publication in internal Navy publication, local media and national media. Coordinates the dissemination of articles and news releases to the appropriate outlets.
- Ensures the all media used to advertise or market a particular MWR program, activity, or event reflects the correct and proper information about that program, activity, or event.
- Directs the work of subordinates, maintains the work schedule and time cards as well as fulfills other administrative requirements in support of the MWR Marketing team, including recruitment, hiring, and disciplinary and performance appraisal actions. Provides and recommends outside training for subordinates

- Intern will interface with appropriate organization, vendors, and administrative services both on and off base in matters of personnel support to meet the marketing plan.
- May be asked to develop and execute fiscally responsible business plan, which deals with both NAF and APF funding.
- Performs other duties as assigned by the Marketing Director.

Knowledge Required by the Intern

Intern should have skill in the application and utilization of planning, coordinating and carrying out a marketing plan that meets the need of the Program Managers/ Special Event. Have knowledge of marketing concepts, written and oral communication methods as well as the ability to apply analytical techniques and have the interpersonal skill to determine the needs and wants of a specific target market.

Special Projects

Intern will be required to plan and carry out the various phases of a special project/event that will be decided upon by the Marketing Director/Graphic supervisor.

Physical Demands

There are no unusual physical demands required. Often long periods of time are spent on computers.

Naval Air Station Key West
Morale, Welfare and Recreation
Child and Youth Program Intern Description

The internship is located within the MWR department, but primarily in the Youth Center. It is a position that is provided to college or university students to give the intern onsite job experience. In this internship the student will be responsible for certain tasks delegated to him/her by their university advisors, the MWR internship coordinator and their site supervisor. The intern is also required to plan and implement field trips and outdoor recreation trips for the youth and teen age children.

Major responsibilities may include:

Complying with all safety and managerial rules and guidelines. Plan and implement at least 3 non-outdoor recreation field trips.

This may include, trips to the movies, amusement parks, concerts, and museums. Plan and implement 5 outdoor recreations field trips.

This may include, snorkeling, kayaking, fishing, camping, and bike trips. Plan and implement 1 family participation event.

This may include, family beach party, camping trip, or bowling night.

Perform day to day task at the Youth Center.

This may include, planning daily activities, supervising youth and teens, cleaning, and encourage youth and teens to participate in activities not tried before.

Promote and advertise for all Youth Center field trips.

Other Duties.

Intern will also be ask to help in other MWR events. MWR will give the intern notice that they are needed at certain events. Those events may or may not be during regular working hours. These may include, Boca Chica gym's running events, children's fair days, and other MWR hosted or sponsored events.

Sports and Fitness Internship

Introduction

This internship is located within the Fitness/Sports Division of Morale, Welfare, & Recreation, Department of Naval Air Station Key West, Florida. The mission of MWR is to improve the quality of life for the active duty military, their families, retirees and their spouses.

The intern will assist the Fitness Director and Sports Coordinator with all duties and programs. Hours of internship will vary in accordance with the tasks. Gym hours are from 0530 through 2130 on weekdays and 0900 to 1700 on weekends. Special fitness and sporting events may require some irregular working hours.

Major Duties for Fitness

- Intern responsibilities will include, but not limited to, becoming a Navy Fitness certified trainer, CPR/AED and First Aid and Safety certified, and learn excellent customer service through STAR Training.
- Perform opening and closing duties of the fitness center which includes a check off sheet of morning, evening, weekend and holiday shift procedures. Duties include cleaning equipment, checking all fitness areas and locker rooms for trash or misplaced items, writing dates on sign in sheets, washing and folding fitness towels, restock refrigerator with water and Gatorade, filling out DAR's, locking doors, etc.
- Compile professional documents using Microsoft excel and word.
- Learn Rec Trac Procedures (the computerized cash register), DAR (daily activity record), and assessment/personal training scheduling.
- Use our Micro-Fit computerized body assessment program to assess active duty military, dependents, and retirees.
- Updating fitness bulletin board with current and upcoming fitness events, local happenings, weekly fitness facts, documenting fitness

class results for certain competitive workouts, and motivating sayings.

- Help with Sprint Triathlons, 5K Run/Walks, and all other events Fitness/Sport related.
- Develop own fitness/nutritional program to market and implement to active duty, dependents, retirees, and civilians.
- Scheduling staff for one month and attend monthly staff meetings.

Major Duties for Sports

1. Interns will assist in the planning and scheduling of the intra and extramural sport leagues for Captains Cup.
 - Act as the MWR representative at athletic fields and courts
 - Schedule referees, meetings, due dates, etc.
 - Record and update team records, rosters
 - Check patron eligibility
 - Scoring games
2. Interns will take an active part in planning multiple special events throughout their internship. Interns will work with the Sports Coordinator to plan and coordinate the following events:
 - Fall - Navy Birthday Events, local Xtreme Challenge
 - Spring - Armed Forces Day and Regional Championship Xtreme Challenge in CTMO, Cuba
 - Summer - Sports tournaments
3. Interns will assist in the creation, distribution and evaluation of the sports/athletics survey to determine how MWR is meeting the needs of its patrons.
4. Record results, take pictures and write articles of various sporting events to submit to the Southernmost Flyer for military publication.

Knowledge Required by the Intern

Intern must have knowledge of basic health and wellness, written and oral communication skills are needed, ability to use creativity to implement new programs, flexibility for multi-tasking in and out of the Fitness Center and an overall positive attitude. Basic knowledge of sports and score keeping is required.

Special Projects

Interns will work with the Fitness Director and Sports Coordinator on all special event projects. Projects will vary on time and duration of the internship. Interns may be required to assist other MWR departments with projects, staffing and planning.

Physical Demands

The intern will become Navy Fitness Certified which requires some strength and stamina. This is necessary to demonstrate proper use of fitness equipment. Some lifting may be required to restock Gatorade and water cases.