

## MWR Internship, Cape Cod, Massachusetts

**DESCRIPTION:** US Coast Guard Base Cape Cod Morale, Well-Being, and Recreation (MWR) facilities/activities include: Child Development Center, two Food and Beverage operations, Catering, Bowling Center, Movie Theater, Equipment Checkout Facility, Ticket Resale Office, 9-Hole Golf Course, swimming pool (seasonal), Youth Center, 12 vacation rental units, RV storage, RV Park, and Recreational Lodging on Cape Cod. Under the direct supervision of the MWR Director, MWR Interns may expect to gain operational and programming experience in a number of these MWR facilities and spend time with the Base Cape Cod MWR Management Team gaining experience in administrative functions required to operate a large MWR Program. This experience includes, but is not limited to, event management, marketing, digital design, youth programming, front desk customer service, and much more. Click here to visit the Cape Cod MWR web site. It is highly encouraged to bring a laptop if you have one to maximize your internship experience.

**DESIRED QUALIFICATIONS:** Seeking self-starting and independent students with desire to gain experience in programming and operation in any/all of the above facilities/activities. Student will have the opportunity to plan and implement at least one major event (holiday event, theme party, sport event). Process includes marketing, promotion, public relations, budgeting, scheduling, programming, safety management, post event evaluation and press release. Must be a student in good standing pursuing a degree in recreation, sports, hospitality, or other MWR-related field and identified as such by an institution of higher learning having an affiliation agreement with the Coast Guard.

**SUPERVISOR/MENTOR QUALIFICATIONS:** Mrs. Tanya Molina has over 20 years of experience working for the Department of Defense and Homeland Security. Mrs. Molina graduated from Marymount College and started her career with the US Government in 1998 after she married her husband, a Naval Officer. Ms. Molina's first job was as Public Affairs Specialist for MWR, Naval Support Unit, in Bahrain. As a military spouse, she has held numerous positions throughout the US and abroad to include Management and Program Analyst, Executive Officer, Financial Manager, Budget Analyst and Administrative Officer and has worked for all 5 services. Mrs. Molina, a native of Cape Cod, is happy to have returned home with her family upon her husband's retirement from the Navy where she is fully aware of and committed to supporting those who serve as the MWR Director at Base Cape Cod.

**HOUSING:** Housing will be provided, two students per house, in a non-smoking facility. Pets are not allowed. Students will coordinate housing with the Cape Cod MWR staff once accepted at that location.

**MEALS:** Interns will be issued a meal pass for the galley that serves 2 meals per day, (Breakfast and Lunch), 7 days per week. Interns will coordinate meal times with the Cape Cod MWR staff once accepted at that location.

**PAY:** No pay, this is a volunteer internship.

**TRAVEL:** Travel to and from the internship is the responsibility of the student. Due to the large size of this installation, it is very strongly recommended that an intern have their own vehicle, the Galley that serves food is 5 miles away. Local contact information will be provided once selected for the internship.

**AVAILABILITY:** Two intern positions are open for 12 to 16 weeks in duration (depending on school requirements), from April through November (Note: There is no requirement to join the Coast Guard, these are civilian positions).

**TO APPLY:** The deadline to apply is 60 days prior to start date of the internship. Planning ahead is most important especially if we need to establish an affiliation agreement with your university. Send your resume with cover letter (include locations of interest and desired semester on cover), official transcripts, and letter of recommendation to:

US Coast Guard  
Community Services Command  
MWR Attn: Mike Criswell  
510 Independence Parkway, Suite 500  
Chesapeake, VA 23320

For further information about MWR internships contact, [Michael Criswell](#).