

## MWR Internship, Ketchikan, Alaska

**DESCRIPTION:** U. S. Coast Guard Base Ketchikan is located on the south end of Ketchikan in south-east Alaska, 7 miles from the commercial airport. A full MWR program is located on Base Ketchikan with 4 facilities including: Base Ketchikan Fitness Center with cardio/exercise rooms, MWR Gear Locker with items for checkout, MWR Boat Program, and the "Crow's Nest" Food and Beverage facility. Interns may expect to gain operational and programming experience in a number of these MWR facilities, and spend some time with the Base Ketchikan MWR team learning administrative functions required to operate a large MWR program. Interns are highly encouraged to bring a laptop if you have one to maximize your internship experience. Free internet access is available at multiple MWR facilities including the MWR office.

**DESIRED QUALIFICATIONS:** Ketchikan MWR seeks interns with interest in the MWR profession to gain practical experience any/all of the above established facilities or programs. Must be a student in good standing pursuing an undergraduate/graduate degree in recreation 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:** Interns will be introduced to the team of MWR professionals at Base Ketchikan MWR. The Director of the team is CWO Jeff Stumpf, Base Ketchikan MWR Division Chief and south-east Alaska Regional MWR Director. Mr. Stumpf has served in the Coast Guard for over 30 years and has held numerous MWR jobs in that time. He has an extensive knowledge in the field. During his tour of duty at Base Ketchikan, he oversees a Morale Boat Program, a Morale Gear Rental Locker, a Fitness Facility, Morale Committee events, and an All Hands Food & Beverage establishment. He also assists and provides direction to over twenty Coast Guard units throughout south-east Alaska, helping to improve and establish morale activities and recreational events.

**HOUSING:** If outside the commuting area, housing will be provided in the barracks onboard Base Ketchikan. The barracks is a non-smoking facility and pets are not allowed. Students will coordinate housing with Base Ketchikan MWR once accepted.

**MEALS:** Meals will be provided in the Base Dining Facility. The Dining Facility serves 2 cafeteria style meals (breakfast and lunch) per day. A box dinner is also available. Interns will coordinate meal times with Base Ketchikan MWR once accepted.

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

**TRAVEL:** Travel to and from the internship is the responsibility of the student. Arrangements may be made for pick up at the airport, if required, by contacting Base Ketchikan MWR prior to arrival. Contact information will be provided once selected for the internship. Air travel is recommended.

**AVAILABILITY:** Intern positions may be open for 12 to 16 weeks in duration, (depending on school requirements) May to November.

**TO APPLY:** The deadline to apply is 3 months 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](#).