

MWR Internship, Portsmouth, Virginia

DESCRIPTION: US Coast Base Portsmouth moved to its present location in 1975. Located on 187 acres it includes twenty-three buildings consisting of 400,000 square feet with 4000 linear feet pier. Morale, Well-Being, and Recreation (MWR) facilities/activities on the installation include: Gymnasium, Racquetball/Walleyball courts, Cardio rooms, Weight Rooms, Fitness area, Outdoor Cross-Fit and Fitness Circuit area, Half Court Basketball, (2) Sand Volleyball courts, (2) Picnic Shelters, (2) Softball Fields, (5) Horseshoe Pits, Athletic Field, RV and Boat Storage Lot, Portside Banquet Facility, Equipment Rental, Auto & Wood shop, Program/Events Marketing Registration Office, annual events, intramural Sports Program, the Wheelhouse Food and Beverage Facility and catering services. Interns can expect to gain operational and programming experience in a number of these facilities. Click here www.dcms.uscg.mil/mwr to visit their web site for more information. It is highly encouraged to bring a laptop if you have one to maximize your internship experience.

DESIRED QUALIFICATIONS: Portsmouth seeks interns with emphasis in abilities to gain experience in conducting sports events and/or tournaments, gymnasium operations, planning and marketing in the organization of special events and programs such as the annual Coast Guard Day Picnic, fitness challenges, planning and hosting evening activities at the Wheelhouse, and may assist in learning aspects of the daily Food & Beverage operations. Opportunities exist to work in a great fast-paced learning environment with flexible hours and diverse experiences. Must be a student in good standing pursuing an undergraduate/graduate degree in Recreation, Sports & Fitness, or Hospitality Management and identified as such by an institution of higher learning having an affiliation agreement with the Coast Guard.

SUPERVISOR/MENTOR QUALIFICATIONS: Ms. Sandra Hardison has over 34 years of direct MWR program management experience. She received her education from St. Leo University where she majored in Business with a specialization in marketing. Her tour of duty include Norfolk Naval Shipyard in Childcare as Youth/ITT Director, Coast Guard TRACEN-Yorktown as Supervisory Recreation Specialist Sports and Aquatic Director. She held professional memberships and Board affiliation with, then, Armed Forces Recreation Society (AFRS), and the International Military Community Executives Association (IMCEA) and the National Parks and Recreation Society (NRPA). She was recipient of the AFRS' Fellow Award in 2003, and the USCG Chief Financial Officer Business Management award in 2005, American Society of Military Comptrollers Excellence in Business Management in 2005, IMCEA Roy C. Olsen Memorial Award in 2017, and 2018 MWR Program of the Year Award.

HOUSING: Subject to availability, housing may be provided for students outside the commuting area. The housing will be in a non-smoking facility and pets are not allowed. Students desiring housing will coordinate with the Portsmouth MWR Director once accepted at that location.

MEALS: If the student is residing at Base Portsmouth housing, meals will not be included if the student is a paid intern.

PAY: Paid internships are available for undergraduate and graduate level students.

TRAVEL: Travel to and from the internship is the responsibility of the student. Arrangements may be made for pick up at the airport, if necessary, by contacting the Portsmouth MWR Director prior to arrival. Contact information will be provided to you once selected for the internship. It is highly recommended that you drive in order to have transportation in the surrounding area for personal evening and weekend purposes.

AVAILABILITY: Two intern positions are open for 12 to 16 weeks in duration (depending on school requirements), on a year-round basis. Best time for internship is May-September when more events occur. (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](mailto:Michael.Criswell@uscg.mil).