

Unpaid Internship Position Description

Position Title: Operations Intern
Agency: Department of Conservation and Recreation
Location: Revere / Hybrid
Duration: 09/15/2025 – 12/05/2025

Brief Description of Internship Position:

The Intern will assist the Operations team in the creation of Workflows, Standard Operating Procedures, Attendance and Inventory-Tracking Systems, Staffing, Scheduling, and other administrative duties. All tasks are related to Operations and Facility Maintenance with a focus on Fall/Winter operations. Intern will gain experience in administration and management of Snow Removal Operations, Emergency Management/Action Plans (pertaining to Weather Events, etc.), Contingency-planning and strategizing, etc.

Description of Duties and Responsibilities:

- Create Standard Operating Procedures (SOPs) for tasks and operations.
- Create Staffing Schedules for small/large weather events/emergencies.
- Create Inventory Lists of Machinery, Vehicles, Supplies, and other winter equipment.
- Standardize Workflows and Procedures as they pertain to the larger Operation of the Revere Complex.
- Facilitate Trainings for Staff (via pre-recorded online videos)
- Help out in other tasks as needed.

Preferred Knowledge and Skills:

- Curiosity (in respect to Operations, past practices, finding bottlenecks in workflows, etc.).
- Experience with Microsoft Suite (Word, Excel, PowerPoint).
- Strong communication skills, responding to various types of audiences.
- Problem-solving skills, as well as identifying new problems to then solve.
- Patience.

Hours per week:

20 – 40 hours