

Naval Air Station  
Morale, Welfare & Recreation  
Information, Tickets & Tours Intern

**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**

- 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.