

Program Areas

All students will gain exposure in policy making, budgeting and record keeping, internal controls, personnel practices, report writing and correspondence, public relations, leadership, organized maintenance and administration. Internships are available in one of the following areas. Assignments will be made as available.

Recreation Center

Activities for active duty adults in the military community include special events, holiday programs, trips and tours and daily tournaments and activities.

Youth and Teen Centers

Activities for youth ages 3-17 include social events, intramural sports, before and after school programs, holiday programs and special events. Background check required.

Sports/Aquatics or Fitness

Programs for active duty, reservists, retired personnel and their families of all skill levels include intramural and varsity sports, runs, swimming pools and fitness centers

Outdoor Recreation

Program outdoor activities and classes for eligible customers. Assist with referrals to outdoor recreation spots, campgrounds, check outs and equipment management.

Marketing/Special Events

Assist with market research, developing marketing plans, publicity and planning and executing special events. Some exposure to graphic arts, printing and sponsorship.

How to Apply

Students interested in our program may contact the MCAS Miramar MCCS Internship Coordinator at P.O. Box 452008, San Diego, CA 92145-2008 or (858) 577-1936. A resume and application must be submitted and personal or telephone interview will be arranged prior to placement. We select only limited number of interns each semester.

Finances/Housing

MCAS Miramar interns receive a stipend of \$1,500.00 per semester for a full-time internship or \$750.00 for a half-time internship. All interns sign an internship contract and are paid throughout the semester. Extensions are available for longer periods if desired and funding is available. Limited housing may be available for out-of-town interns. Arrangements should be made well in advance if housing is necessary. Housing is approximately \$60/70 per day which will be in lieu of a stipend unless military billeting is available at \$20 per day.

Marine Corps Community Services
MCCS Department
MCAS Miramar
PO Box 452008
San Diego, CA 92145-2008
(858) 577-1936

MCAS Miramar *Student Internship Program*



Internship Coordinator:
(858) 577-1936

Introduction

Marine Corps Air Station Miramar consists of approximately 23,000 acres between Interstate 15 and Interstate 805 in inland San Diego adjacent to Mira Mesa.

The Marine Corps Community Services Department provides quality facilities, activities, services and programs to develop and maintain the physical, mental and social well-being of over 50,000 active duty, reservists, retired, civilians and military family members in the San Diego area.

As an intern you can expect a busy schedule and a chance to participate in many facets of your chosen profession. You will have the opportunity to learn skills first-hand while making a significant contribution to the lives of military personnel. You will be expected to enthusiastically accept assignments and will be treated as a member of the MCCS team. You will leave MCAS Miramar with a feeling of satisfaction and sense of accomplishment.

Student Responsibilities

1. Accept all assignments willingly and follow through on assigned projects.
2. Conduct yourself professionally and dress in an appropriate manner.
3. Abide by the regulations and protocol as established at MCAS Miramar.
4. Be tactful, friendly, courteous and respectful to all, including patrons, supervisors and co-workers.
5. Sign in and out on time card provided to ensure accurate recording of hours.
6. Report to work as scheduled. Notify supervisor as soon as possible if you are unable to work as scheduled. You will be treated as a valuable employee of the department and will be expected to behave as such.
7. Consult with your supervisor whenever you have a problem that you cannot solve yourself.

Department Responsibilities

1. Provide you with a variety of experiences that will develop your individual talents and skills, and allow you to discover your strengths and improve your weaknesses as a professional.
2. We will design, with you, your internship experiences and assignments, to be used as a transition from the college classroom to the field of military community services.
3. Evaluate in writing your work and performance as required by your institution throughout the semester.
4. Provide an introduction to military community services by providing hands-on experience with the military community.
5. Answer questions and provide assistance as necessary. Be available as a resource to help you to meet your goals.
6. Provide a safe, clean and healthy working environment.