



High School Graduate and Recent Graduate Summer Airport Opportunity

What do you want to be when you grow up? Do you want to fly planes? Be an aircraft mechanic? Fly helicopters? Be an Airport Manager? Fight fires through aviation? It's never too early to start thinking and dreaming big.

We're committed to nurturing the aviation industry of tomorrow. We give aspiring aviation enthusiasts the chance to experience what working at an airport is **all about!** Below are some highlights of the Grant County Regional Airport program:

- Encourages and advances the pursuit of aviation degrees by providing hands-on experiences and improving access to pilots and fire aviation government agencies.
- Students are on site for approximately 10 weeks during the summer learning about the Grant County Regional Airport and gaining real world work experience.
- Pay Rate of \$12.00 per hour.
- Opportunity to earn college credits.

Wondering what you would do in the role of a high school intern at the Grant County Regional Airport?

Stand Alone Work

Building knowledge and taking initiative related to facility operations, fueling operations, maintenance, operational management, general aviation, and government partnership.

Team Based Project Work

Understanding the real world application of teamwork through written and verbal communication while working toward project completion.

Developing Personal Skills

Presenting individual self to represent the Grant County Regional Airport with exceptional customer service skills through verbal communication with private pilots, terminal tenants, meeting organizers and presenters, government agencies, and hanger owners and renters.

Criteria:

- Must be available to work part-time (20 hours/week) at the Grant County Regional Airport
- Must be a current year graduate or recent graduate within the past three years of a Grant County high school program
- Must be at least 18 years of age as of July 1st of the current year
- 3.0 or above cumulative GPA (preferred)
- Classroom experience with Microsoft Office Suite
- Ability to work on a team and individually
- Involvement in extracurricular activities preferred
- Quick learner, self-motivated, respectful, courteous, and able to work in a fast-paced environment
- Must be able to provide transportation to/from the Grant County Regional Airport
- Possess or ability to obtain a valid Oregon Driver's License
- Must be able to lift 50 lbs and work outdoors in all types of weather

Responsibilities/Projects:

Your day-to-day activities may include, but are not limited to:

- Arrive on time and perform duties in a safe and orderly fashion.
- Respond to inquiries from pilots regarding airport services, fees and general information concerning the airport or community at large.
- Fuel aircraft in a professional and timely manner.
- Clean restrooms, sweep and mop floors, vacuum carpets, wash windows, wash dishes and restock supplies.
- Record all fuel sales and maintain fuel inventory logs on a daily basis.
- Record flights to and from airport.
- Inspect runways and check operation of airport lighting systems on a daily basis.
- Inspect fueling station system for leaks and perform quality control checks on a daily basis.
- Accept payment for fuel and services, and record transactions in receipt book and in cash register as appropriate. Operate Point of Sale (POS) equipment to process credit cards.
- Answer the Unicom (air to ground radio) and provide airport advisory information to pilots upon request.
- Respond to any on airport accident or incident as outlined in the emergency procedures manual.
- Operate snowplow, lawn mower, tractor, pickup trucks and small hand tools. Mow grass lawns and remove weeds from landscaping.
- Support public and private events, meetings, trainings, and use of airport facilities.
- Inform Airport Manager of non-standard conditions and events on the airport.

Here's what we look for in strong candidates:

- Commitment to Safety and Customer Service
- Excellent communication skills
- Self-motivation and energetic personality
- Team-oriented quality
- Flexibility to work in a dynamic, fast-paced environment
- Ability to work well alone or with others

We love that you're interested in pursuing this opportunity with us! To get started, please be prepared to provide responses on the following:

- **Courses taken/GPA**
- Leadership/extracurricular activities
- Prior job experience
- Reason for applying by providing an essay no longer than two typed pages, double spaced

Contact Airport Manager, Haley Walker, for questions and to express interest in this opportunity.