



JOB ANNOUNCEMENT

RECREATION INTERN

SEASONAL POSITION

PARKS, RECREATION, YOUTH & COMMUNITY SERVICES

SUMMARY: Performs a variety of duties assisting the Recreation Supervisor, Aquatics Supervisor, Facilities Supervisor, Community Engagement Coordinator, and department Superintendent and Deputy with daily operations of a busy, diverse, and comprehensive summer Parks, Recreation, Youth and Community Services Department.

LEARNING OUTCOMES: Will be trained in daily operations of the Summer Fun Camp, Little Explorers Camp, Teen Adventure Camp, and activities associated with Pine Lake Adventure Park. Will assist with preparing and leading summer staff orientation and in-services and help plan and implement summer special events at the pool and parks. Will support staff with weekly seasonal payroll preparation and office coverage as needed. Will gain experience using MyRec software including registrations, reports, email blasts, programming, and other functions necessary to complete assigned objectives. Participates in weekly Summer Concert Series and other specialty events. Assists with creating press releases and distributing surveys and program evaluations. Provides quality customer service by answering phones, handling registrations, and assisting customers. Collaborates with department staff to support smooth operations.

QUALIFICATIONS: Must be at least 18 years of age. Requires the ability to successfully complete or have the American Red Cross CPR/First Aid Certification (training provided). Prefer applicant be enrolled as an undergraduate in a Recreation & Leisure Program, Sport Management Program, or related field. Must have the ability to work with groups of various ages, gender, race, ethnicity and socio-economic background.

LICENSE OR CERTIFICATE: Requires valid driver's license, good driving record, and provide own transportation.

WORK SCHEDULE & CLASSIFICATION: The internship is seasonal and runs between May through August. Internship will occur between May – August. Typically 35-40 hours a week will be available, and work is generally conducted between 8:00 a.m. to 5:30 p.m. Hours will be determined based on Special Events and other department program requirements. A minimum commitment of 37.50 hours weekly is required. This internship is non-benefitted, and employment is not guaranteed at the completion of internship.

WAGES: \$17.34/hour

[**>> APPLY <<**](#)

EQUAL OPPORTUNITY EMPLOYER