



Recreation Intern-Summer or Fall 2024

Mokena Community Park District

Contact Name: Kara Jelderks
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Contact Phone: 708-390-2409
Closing Date:
Salary: \$14/hour

Description:

The Mokena Community Park District is seeking an outgoing and enthusiastic intern. As an intern, you will be given the opportunity to learn various aspects of the Recreation Department along with hands-on experience in the fitness center, parks and maintenance, finance department, and marketing.

We are looking for interns for Summer 2024 and Fall 2024.

The Mokena Community Park District owns 256 acres of property, serves a region of over 20 square miles, and provides recreational services to a population of approximately 23,000 people. We have a recreation center, program center, splash park, dog park, disc golf course, and 21 park sites.

Skills/Education:

- Must be currently pursuing a bachelor's or master's degree in recreation, leisure studies, or a related field
- Ability to deal with problems, and follow directions
- Organized and managed time effectively
- Able to maintain positive and effective working relationships with other employees, participants, and the public
- Strong problem-solving and communication skills
- Knowledge and ability to assist in planning, organizing or creating recreation programs and events

Job Duties:

- Supervise, plan, and evaluate programs, camps and events
- Assist in each department: Recreation, Parks, Finance, Fitness, and Administration
- Submit reports to the Superintendent and college/university as requested
- Assist in marketing and preparing the seasonal brochure
- Assists with program registrations and fitness center memberships
- Works all special events during the internship
- Perform other duties as assigned

Job Requirements:

- CPR/AED Certified or obtain certification within 30 days
- Valid driver's license and provide own transportation
- Some evening and weekend work required
- Must pass a background check

Send a cover letter and resume to Kara Jelderks at kjelderks@mokenapark.com