



Summer Internship Gurnee Park District

Contact Name: Mike Wick

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Closing Date:

Salary: \$17/Hour

Description:

DESCRIPTION

The Recreation Intern is a temporary position that reports to the Director of Recreation. The Recreation Intern will be exposed to a broad range of Park District and Recreation Management concepts, situations, and experiences meant to provide additional training and educational experience to college students who wish to find a position in the field of Recreation (or similar) field upon the completion of their undergraduate or graduate degree. Being selected as a Recreation Intern does not guarantee employment with the Gurnee Park District upon completion. Recreation Interns should be available to work consistent with the hours prescribed by their college or university program which will include evenings and /or weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Director of Recreation and experienced Park District staff, Recreation Interns will have the opportunity to expand their education:

- Assist with development, implementation, and evaluation of a variety of Park District activities, events, and projects, including aquatic services, customer service, community events, fitness operations, athletics, summer camps, senior and adult programs and virtual programs.
- Collaborate with other Department Heads (Business Services, Marketing and Parks) to ensure working knowledge of all areas. Complete assigned tasks in areas outside of the recreation department as necessary to ensure a well-rounded experience.
- Assist with implementation and execution of assigned Gurnee Days Festival activities.
- Contribute to the development of marketing and promotional initiatives for Gurnee Park District.
- Complete reports, evaluations, and documentation for participant and staff feedback.
- Review and update assigned manuals and training process ensuring consistency across programs.
- Assist with the scheduling, training, and providing direction for part-time/temporary and volunteer staff.

QUALIFICATIONS

- **Education:** Must be a student in good academic standing currently enrolled in, or have recently completed, a college undergraduate or graduate degree.

- **Skills:** Must be able to take direction and assist in planning, leading, managing, troubleshooting and evaluating recreational events, programs and facilities. Must be comfortable in front of large crowds of people, and comfortable leading activities. Must work well with people of all ages, especially children. Must be able to use basic reading, writing, and computer skills to learn, understand, and apply Park District policies and procedures.
- **Certifications:** Valid Driver's License, First-Aid, CPR, and AED certification (or ability to obtain one within first 2 weeks of hire training provided)
- **Competencies:** Candidates must demonstrate through a personal interview and reference check that they are able to work with people of all ages, especially children, and possess a basic knowledge of the Recreation Industry such that they can understand the tasks they will be provided.

PHYSICAL DEMANDS

1. Movement of supplies, equipment and uniforms is necessary, generally up to 50 lbs. Bending, twisting and kneeling may be necessary in support of the programming areas.
2. Work performed will be at indoor and outdoor environments so exposure to the sun, light rain, wind, and other weather factors who should be expected as well as exposure to extreme temperatures while working outdoors.

To apply for position follow the link below -

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=122693&clientkey=1B4D77D840641B2EC303AA62E9719592>