



## **Recreation Intern**

### **The Community House**

**Contact Name:** Kelci Bednar

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**Contact Phone:** 630-323-7500

**Closing Date:**

**Salary:** 14.00 per hour

#### **Description:**

The Community House is excited to offer a professional internship to students working toward a degree within the field of parks and recreation. This internship opportunity runs 8-13 consecutive weeks and usually starts a few weeks before the start of our summer programs. Under the supervision and guidance of the Program Director and The Community House Recreation Supervisors, the Recreation intern will have the opportunity to expand their education. Interns are exposed to all areas of operations, from administration, budgeting, leadership, staff management, programming, special events, and facility/maintenance. Students will be provided the opportunity to integrate and apply knowledge, to the following programs: Summer Day Camps, Leagues, Sports Camps, Art Programming, Special Events, Enrichment Camps, and Active Adult/Senior Programs.

Please include resume and school requirements.

#### **Duties:**

- Work in areas of program development, written and oral communication, budgeting, training/management of employees, evaluation of both programs & personnel, marketing and special events.
- Experience registration software processes, financial reporting and brochure proofing.
- Gain direct leadership experience by conducting programs and special events.
- Plans, prepares and participates in recreation programs and special events.
- Assists with the planning, set-up, execution and tear down of special events.
- Responsible for the well-being, safety and care of children and youth attending programs.

- Responsible for creating a fun and energetic environment for the program participants on a daily basis.
- Work in a team-based environment supporting the Recreation Team.
- Interact with guests, parents, and participants in a positive and professional manner, utilizing excellent guest service standards.
- Maintain professional attitudes and relationships with parents, participants, and co-workers.
- Adhere to The Community House rules and regulations including proper attire, safety procedures, and overall professionalism.
- Participate in safety training and respond to emergencies in an appropriate manner.
- Performs other duties as assigned.

#### Qualifications/Requirements:

- Be currently enrolled, or a recent graduate of a university or junior college pursuing or having completed a degree in Parks & Recreation, Youth Programming, Sports Management or similar field.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Must be able to respectfully and effectively communicate with fellow staff, program participants, and facility users of all ages.
- Must have current CPR / AED and First Aid certification by hire date or be able to attend The Community House training to become certified).

#### Hours:

Intern hours will vary, depending on the weekly activities and special events; however, the Intern will work approximately 25-40 hours per week, including nights and weekends when needed. The schedule is usually Monday through Friday but may vary, depending on the weekly activities and special events.

Send Resume and Cover Letter to [kbednar@thecommunityhouse.org](mailto:kbednar@thecommunityhouse.org)