



Recreation Intern - Athletics (part-time, seasonal)

Rolling Meadows Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$14.00/hour

Description:

JOB SUMMARY: The Recreation-Athletics Intern is responsible to the Faculty Advisor for all educational or internship requirements as well as the Recreation Superintendent and Supervisor for the programs and operations assigned for the internship. This is an at-will position. Primary duties include:

- Aid in directing programs that satisfy the needs of the community.
- Assist in the organization, implementation and administration of athletic programs and leagues, gymnastics, fitness center and the Grove Pilates Studio.
- Assist supervisor to organize, schedule and supervise sports fields, gymnastics gym, fitness center and Pilates studio.
- Become familiar with the District's policies, procedures and operations.
- Analyze programs, practices and procedures, record keeping systems, forms and personnel requirements.
- Study all program needs and take action to improve.
- Meet the full-time staff and learn about planning and supervising recreational programs, as well as other areas in the District.
- Develop and maintain good working relationships among staff.
- Responsible for supervision of the Community Center as assigned.
- Work with other staff to implement programming and facility usage as assigned.
- Develop rapport with program participants and parents.
- Keep intern reports, accident forms, and attend meetings as assigned.
- Assist in program set-ups as needed.
- Teach or coach programs as needed.
- Become familiar with equipment and see that is properly maintained.
- Other duties as assigned.

QUALIFICATIONS: Qualified candidates must currently be working towards a college degree in Parks and Recreation or related field with a minimum of two years of undergraduate coursework completed. Must be a self-motivated and professional individual with strong communication and organizational skills. Prior knowledge and experience working with sports, leagues and/or teams is a plus.

SCHEDULE & PAY: This is a part-time, seasonal summer position running May to August. Hours designed to satisfy school requirements, Monday-Friday between 9am and 5pm along with some evening and weekend hours as required. Hiring rate is \$14 per hour, dependent upon qualifications. Plus applicable facility and program discounts.

APPLY TODAY!

www.rmparks.org/jobs

*If interested, please apply early. Recruiting and interviewing begins early.
The Rolling Meadows Park District is an Equal Opportunity Employer.*