



## Summer Recreation Intern

### Wheeling Park District

**Contact Name:** Jennifer Sweeney

**Contact E-mail:** [jsweeney@wheelingparkdistrict.com](mailto:jsweeney@wheelingparkdistrict.com)

**Contact Phone:**

**Closing Date:**

**Salary:** \$8.75/hr

#### **Description:**

Title: Summer Recreation Intern

#### Description:

The Wheeling Park District is seeking a summer intern for university students in their senior year majoring in Recreation or Leisure Studies or related field. Students will be provided the opportunity to integrate and apply knowledge, theory and understanding from the academic setting to the working environment and gain exceptional program and facility management experiences at many of our programs, events and facilities.

#### Duties:

- The selected intern will be expected to complete a 12-week internship designed to provide a comprehensive experience in community recreation.
- Work in areas of program development, written and oral communication, human resources, budgeting, training 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.

#### Qualifications:

Must be a current student of an accredited university, pursuing a bachelor's degree in Recreation, Leisure Studies or a related field looking to complete an internship. Student must provide own housing and transportation.

Salary: \$8.75/hr