



Summer Recreation Intern

Addison Park District

Contact Name: Steven Muenz
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Closing Date:
Salary: \$8.25/hour

Description:

DESCRIPTION: The Addison Park District is seeking a creative, senior level student pursuing a degree recreation, leisure studies or related field to fill the position of Summer Recreation Intern. The internship will include a comprehensive experience within the district's operations. The student will assist with projects, programs and events within numerous areas of the park district including, but not limited to, day camps, athletics, special events, senior programming, facility management, general programming, aquatics, marketing, administration and budgeting. This is a 12-14 week, 40 hour per week employment opportunity. Schedule includes night and weekend hours.

RESPONSIBILITIES: Essential duties include, but are not limited to: assist full time and part time park district staff to complete work in the areas of program development, facilities operations, daily supervision of staff and programming, marketing and oversight of special events. The development of three new recreation programs and/or special events for the fall programming season. Develop marketing materials and coordinate with staff to disseminate to the public. Assist in daily operations of day camp, aquatics programming, front desk operations. Continue education by working with staff to review programming, including descriptions, budgeting, scheduling, facilities. Oversight of summer special events such as Youth Garage Sale, Touch A Truck, Movie in the Park, as well as assist in others. Complete school related reports and projects. Perform other duties and responsibilities as assigned.

QUALIFICATIONS: Must be a senior level student of an accredited university, pursuing a degree in recreation, leisure studies, education or a related field of study. Student must be able to multitask and organize multiple responsibilities such as programming, oversight of daily operations, completing long term responsibilities as well as completion of school reports and projects. A valid driver's license is required.

HOURS: Days and hours vary depending on department responsibilities. A Monday through Friday schedule will include evenings and weekends as necessary and is based on 40 hours per week.

HOW TO APPLY: Applications can be found at www.addisonparks.org. Please send resume as well as school requirements.

SALARY: \$8.25/hour