



## **Intern- Recreation**

### Village of Orland Park

**Contact Name:** Jean Petrow

**Contact E-mail:** [jpetrow@orlandpark.org](mailto:jpetrow@orlandpark.org)

**Contact Phone:** 708-4036380

**Closing Date:**

**Salary:** \$12.00 per hour

#### **Description:**

Opportunity at a Glance

Working on your degree in Recreation and/or Graphic Design? Join the Village of Orland Park's award winning Recreation department this summer as an Intern and gain valuable experience. You will have an opportunity to work on achieving the goals and objectives of our Recreation Department as well as your degree program for a well-rounded intern experience.

#### **Key Responsibilities**

As a Recreation Intern you will provide general support to the day-to-day functions of the department. Responsibilities will include but are not limited to assisting management and staff in the planning, organizing, implementation, research and the supervision of specific assigned recreation programming activities or functions and special events. This position also maintains good relationships with community and interest groups, and agencies serving the area.

In addition, this position will also provide support to our graphic design team. Design support duties include assisting in production and layout using InDesign, Illustrator, and Photoshop. Print production, fulfillment, research analysis, reporting, leading, filing, processing media requests, photographing events and other duties as needed.

#### **Qualifications, Knowledge, Skills**

To be considered for this position you should be working on a bachelor's degree in Recreation, Graphic Design or related field. Prior field work or part-time experience in the areas of recreation, graphic design or related area is preferred. Strong computer skills including experience with InDesign and Microsoft Office are required. Excellent communication, organizational, and interpersonal skills, along with strict attention to detail are also needed. A high level of creativity is necessary.