



## **Intern**

### **Schiller Park Recreation Department**

**Contact Name:** Randy Splitt

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**Contact Phone:** 847-671-8580

**Closing Date:** 2022-06-10

**Salary:** \$13-\$15 / hour

#### **Description:**

The Schiller Park Recreation Department is offering an Internship to students working towards a degree within the field of Parks and Recreation. The internship will provide a well-rounded experience to an enthusiastic and highly motivated individual. Candidate must be a college student pursuing a bachelor's or master's degree in Recreation, Leisure Services, Sports Management or related fields. Weekday and weekends are required with various evening hours. A valid driver's license is required, must submit to a criminal background check, and provide verification of education.

The position communicates with the Director of Parks and Recreation on issues that are related to the Program and Facility management. This includes programming, public relations, and hiring and supervising part-time staff. Will develop and implement quality recreation programs that meet the needs of the community as well as long and short-term goals of the department. Continually identify nation-wide and local trends. Work closely with local school districts to strengthen and maintain a positive cooperative working relationships. Prepare and submit promotional material for assigned program areas for the seasonal brochure, flyers and website. Assist with the development and implementation of special events. Perform other duties as assigned by the Director of Parks and Recreation.