



Recreation Intern Geneva Park District

Contact Name: Elliott Bortner
Contact E-mail: EBortner@genevaparks.com
Contact Phone: (630) 232-4542
Closing Date:
Salary: \$600/week

Description:

PROGRAM DESCRIPTION: The Geneva Park District is seeking a highly motivated individual eager to learn with a focus in program and facility management within the recreation field. The Recreation Department is responsible for a variety of programs, facilities, services, and special events in the community. Under the direct supervision of the Assistant Superintendent of Recreation, this unique opportunity will offer the intern a chance to work closely with our recreation supervisors and facility managers, learn about program/facility management and administration and work on projects within our recreation department. The areas of focus include: Athletics, Before and After School Care, Dance, Fitness Center Operations, and Peck Farm Park. The Recreation Intern should be an energetic student who is enthusiastic about the field of parks and recreation, creative, mature and eager to learn. The Recreation Intern program is an 8-12 week position that works with a qualified, well-rounded team of recreation professionals.

This intern will work closely with recreation supervisors and facility managers to gain experience in planning, executing, evaluating, staffing and management of multiple recreation programs and facilities. Learn to communicate effectively with patrons and staff, while demonstrating support of the park district customer service standards. Learn the nuances of staffing, scheduling and managing part-time staff. Gain insight and behind the scenes access to our recreation programming and facilities. Assist with special events.

QUALIFICATIONS: Intern candidates must be enrolled in a current accredited university, pursuing a bachelor's or master's degree in recreation, leisure services, facility management, or related field of interest. Candidates must have a valid driver's license and provide their own transportation and housing. Students should demonstrate knowledge of community recreational programming; exceptional customer service and leadership skills; good judgment, initiative, flexibility, and creativity. Must be able to work independently in day-to-day operations with general supervision and communicate effectively with the public, patrons, and co-workers.

HOW TO APPLY: Qualified applicants should submit an employment application online at www.genevaparks.org. Full job description is available within application. Qualified applicants should submit a cover letter, resume and 2-3 professional references as a part of their application.