



## **Parks and Recreation Summer Intern**

### Village of Hawthorn Woods

**Contact Name:** Amy Mason

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**Contact Phone:** (847) 847-3533

**Closing Date:**

**Salary:** \$13.00 per hour

#### **Description:**

The Village of Hawthorn Woods Parks and Recreation Department is seeking a summer Parks and Recreation Intern. The Intern is a part-time seasonal position that reports to the Director of Community Engagement. The Intern will assist with the planning and coordination of summer camps and special events such as Fourth of July festivities, Concerts in the Park and Movies in the Park. They will also assist in areas including aquatics, registration, and park operations and maintenance.

The Parks & Recreation Intern will be exposed to various areas of recreation management that will be beneficial to their future career as a Park & Recreation professional. The Parks & Recreation Intern will work closely with both the Director of Community Engagement and the Director of Parks and Recreation to expand their understanding of the field.

Candidates must 18 years of age by May 1, 2023. CPR/First Aid certification is a plus; or applicant must be willing to obtain. Applicants will be required to successfully pass a background check and drug test prior to employment. Must have a high school diploma or equivalent. Must be a student in good academic standing and is preferably enrolled in a college undergraduate or graduate program, or be a recent college graduate. Preference is given to students majoring in the field of Parks & Recreation Administration or related field. The ideal candidate will be comfortable public speaking, interacting with community members, instructing staff, and leading activities. Must work well and communicate with people of all ages, especially children.

We are proud of our dedicated and exceptional staff and welcome your application to join our team. Interested candidates should submit the job application to Katreina York, Chief Financial Officer. You can download an application at [www.vhw.org/jobs](http://www.vhw.org/jobs) and mail to 2 Lagoon Drive, Hawthorn Woods, IL 60047 or email to [kyork@vhw.org](mailto:kyork@vhw.org).