



Recreation Intern Glencoe Park District

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Closing Date:

Salary: \$16/hour

Description:

Exciting Internship Opportunity for Recreation Students:

Are you passionate about recreation and eager to turn your enthusiasm into a rewarding professional journey in parks and recreation? Look no further! We have the perfect opportunity for you to embark on a season of learning, growth, and fun.

About Us:

Join our dynamic team of parks and recreation professionals dedicated to providing exceptional recreation experiences. We pride ourselves on fostering a vibrant environment that enriches lives, builds community, and creates memorable experiences.

Salary and Benefits:

\$16/hour

Complimentary beach pass and fitness membership

Days & Hours:

12+ week internship (May - August).

- Hours are Monday-Friday, between 9 AM-5 PM, with occasional evening and weekend responsibilities.

Internship Highlights:

- **Hands-On Experience:** Dive into the world of recreation with hands-on tasks and projects that will allow you to apply your skills and knowledge in a real-world setting.
- **Mentorship:** Benefit from mentorship by seasoned professionals who are passionate about helping you succeed and guiding you on your career path.
- **Networking Opportunities:** Connect with recreation professionals from affiliate organizations. Build relationships that will last beyond your internship.
- **Skill Development:** Enhance your skills in event planning, program development, customer engagement, and more. Gain valuable insights that will set you apart in your future career.
- **Innovative Project:** Contribute your fresh ideas and creativity in a personalized project that will challenge you and the organization.
- **Fun Environment:** Join a team that knows how to balance hard work with a positive and fun atmosphere. We believe in enjoying what we do!

Qualifications:

- Currently working towards and presently enrolled in an accredited college degree program in "Parks and Recreation" or a related field.
- Knowledge of the theories, practices, and philosophies of community recreational programming is strongly desired.
- Willingness to work in all areas pertaining to recreation programs and facility operations.
- Ability to work well with the public and fellow employees and present themselves professionally.
- The intern must also possess a current and valid driver's license, have reliable transportation and pass a criminal background check.

Required Knowledge:

Good understanding and working knowledge of community recreational programming theories, practices, and philosophies. Knowledge, experience, and proficiency in Microsoft Office, Excel, and computer applications.

Required Skills:

- Strong ability to communicate in a professional and friendly manner with employees and customers
- Must be organized and able to coordinate multiple activities without direct supervision.
- Ability to assess and solve problems as they arise.
- Demonstrate good professional judgment, initiative, flexibility, and creativity.

Essential Duties and Responsibilities:

- Assist in planning and executing recreational events and programs.
- Engage with participants and ensure a positive experience for all.
- Develop a thorough understanding of Glencoe Park District policies, procedures, and operations and enforce them in a positive manner.
- Visit, observe, and participate in different phases of the agency facilities, programs, services, and operations.
- Assist in organizing, planning, and implementing summer camp activities.
- Keep program and work supplies, equipment, and facility areas clean, organized, and safe.
- Communicate openly, honestly, and professionally at all times.
- Must demonstrate safety awareness and follow safety protocols.
- Attend all meetings as required including board meetings and affiliate organization meetings.
- Complete all duties as assigned by the Program Manager(s).

How to apply:

Apply online at <https://glencoeParkDistrict.com/work-with-us>.

Glencoe Park District is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.