



Summer Recreation Internship

Winfield Park District

Contact Name: Michael Bachio

Contact E-mail: michaelb@winfieldparkdistrict.com

Contact Phone: 630-638-3811

Closing Date:

Salary: 16.00/hour

Description:

Recreation Internship

Responsibilities:

- Work within recreation programming areas for all ages in the areas of athletics, preschool, camps, arts and crafts, trips, special events, seniors, and facility management.
- Assist with the development of the seasonal brochure.
- Assist with the safety program and attend all safety meetings.
- Learn Winfit Fitness Center Operations and work as an attendant.
- Attend Board meetings, Recreation Committee, and IPRA Committee meetings
- Design and prepare bulletin boards, flyers, and other marketing tools as needed.
- Plan and assist with all special events.
- Learn and participate with the registration operations including program registrations, fitness center memberships, and facility rental requests.
- Meet with all staff to learn about their job responsibilities.
- Attend and actively participate in trainings and meetings with staff, IPRA, etc.
- Learn the park and maintenance operations.
- Assist with compiling information for seasonal program analysis
- Become familiar with the budget and assist with payroll, bills payable, etc.
- Become familiar with our special recreation organization (WDSRA).
- Participate in an intern swap day at a park district to be determined.

Qualifications:

- **Education:** Must be a student at an accredited university pursuing a bachelor's or master's degree in Recreation, Leisure Services or related field.
- **Skills:** Must be able to take direction and assist in planning, leading, managing, troubleshooting, and evaluating recreational events, programs and facilities. Must be comfortable leading activities. Must work well with people of all ages, especially children. Must be able to use basic reading, writing, and computer skills to learn, understand, and apply Park District policies and procedures.
- **Certifications:** Valid Driver's License, First-Aid, CPR, and AED certification (or ability to obtain one— training will be provided)

- Competencies: Candidates must demonstrate through a personal interview and reference check that they are able to work with people of all ages, especially children, and possess a basic knowledge of the Recreation Industry such that they can understand the tasks they will be provided.

Please submit a cover letter and resume to:
Michael Bachio, Superintendent of Recreation
Email: Michaelb@winfieldparkdistrict.com
Phone: 630-653-3811