



Recreation Intern - Summer

Gurnee Park District

Contact Name: Melissa Marsh

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Closing Date:

Salary: \$17/hour

Description:

The Gurnee Park District is pleased to offer two internship opportunities designed to provide hands-on experience and insight into this rewarding field.

Recreation Interns are given the opportunity to apply academic knowledge to real world situations, develop practical skills necessary to be successful in a parks and recreation career, network with and work alongside experienced professionals, and explore various career paths within parks and recreation. This is a great opportunity to gain a deeper understanding of the industry and contribute to meaningful projects that benefit the community.

Overview of Essential Duties & Responsibilities

- Assist with development, implementation, and evaluation of a variety of Park District activities, events, and projects
- Collaborate with other Department Heads (Business Services, Marketing and Parks) to ensure working knowledge of all areas
 - Complete assigned tasks in areas outside of the recreation department as necessary to ensure a well-rounded experience
- Assist with implementation and execution of assigned Gurnee Days Festival activities
- Contribute to the development of marketing and promotional initiatives for Gurnee Park District
- Complete reports, evaluations, and documentation for participant and staff feedback
- Review and update assigned manuals and training process ensuring consistency across programs
- Assist with the scheduling, training, and providing direction for part-time/temporary and volunteer staff

Overview of Qualifications

Qualified internship applicants must be current college students or recent graduates. Applicants should have the ability to lead activities with large groups, work with all ages, and assist in planning, leading, managing, troubleshooting, and evaluating recreational events, programs, and facilities.

Scheduling & Pay

Recreation Interns should be available to work consistent with the hours prescribed by their college or university program. The internship is typically 10-12 weeks in length, with 40-hour work weeks that consist of a blend of office hours (9am-5pm), evenings, and weekends dependent upon assigned programs and events. Interns are expected to work Gurnee Days, a large community celebration, August 9-10. Being selected as a Recreation Intern does not guarantee employment with the Gurnee Park District upon completion.

View the Complete Job Description and Apply at www.gurneeparkdistrict.com/gpd-careers