



Recreation/Special Events Intern (Summer 2025)

Roselle Park District

Contact Name: Christy Bathje
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Contact Phone: 630-994-4589
Closing Date:
Salary: Starting at \$15/hour DOQ

Description:
35-40 hours/week; (approx May 26th - mid August)
Starting at \$15/hour DOQ
Eligible for benefits which include free individual pool pass.

The Roselle Park District operates and manages over 158 acres of land in 16 parks, and offers approximately 276 recreational and seasonal programs. We provide a full range of activities and services year-round. Major recreation programs include athletics, music, cultural arts, dance, day camps, fitness, preschool, outdoor recreation, trips, and special events.

Roselle Park District has an excellent opportunity for a qualified college student to gain first-hand experience within the District's full range of programs and services. We are seeking college upperclassmen eligible to do an internship in the Recreation field. This position will assist both the Roselle Park District (24 hours per week on Monday, Tuesday & Friday) & the Village of Roselle (16 hours per week on Wednesday & Thursday). Park District responsibilities, under the supervision of the Superintendent of Recreation, will include weekly assistance with the Summer concert series as well assisting with other Recreation camps, programs & trips. Village responsibilities, under the supervision of the Economic Development Coordinator, will include assisting with the French Market & Downtown Concerts.

Roselle's internship offers students a chance to strengthen their skills and abilities through hands-on experience, while giving the student the chance to fully explore various Recreation areas. Interns should have the ability to multi-task and prioritize projects based on importance. Strong computer skills and the ability to work cooperatively with the public and staff (both at the Roselle Park District and Village of Roselle) are a must.

This 10-12 week internship position reports directly to the Superintendent of Recreation. Interns will be expected to work a 35-40 hour workweek and be paid on a biweekly basis. Interns are expected to assist with park district events throughout the duration of the internship. **Intern is required to work Wednesday and Thursday nights.** Roselle Park District provides equal employment opportunity (EEO) to all persons regardless of age,

color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.

All applicants must apply online at:

<https://www.applitrack.com/rparks/onlineapp/default.aspx?Category=INTERNSHIP>