



Recreation Intern (Seasonal Part-Time)

Glencoe Park District

Contact Name: Adam Wohl

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Closing Date: 2025-04-01

Salary: \$17 per hour

Description:

This internship is anticipated from May-August in conjunction with a degree requirement.

Job Summary:

Under the supervision of the Assistant Director of Recreation and Facilities, the Recreation Intern is responsible for completing the requirements set forth by the university and working towards a degree in Parks and Recreation or a related field. The internship provides a comprehensive experience of district operations, including administration, programming, employee supervision, facility management, camps, aquatics, rink (seasonal), special events, marketing, and maintenance based on the interests of the Intern and the needs of the Park District.

The Recreation Intern is a stipend position, and hours will vary depending on weekly activities and special events; however, the Intern will work approximately 40 hours per week, including nights and weekends when needed.

Qualifications:

- Must be at least 18 years old or older.
- Pursuing a college degree in Parks and Recreation or a related field is preferred.
- Must possess a valid Illinois Driver's License.
- Must possess CPR/AED/First Aid Certification or be willing to obtain it within one month of hire
- Must pass the Glencoe Park District Vehicle Training.
- All employees must pass a criminal background check, which will be paid for by the Glencoe Park District.

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:

Possesses strong communication skills and can interact professionally and amicably with employees and customers via telephone and in person. They should be highly organized and capable of independently coordinating multiple activities across various locations. The role requires effective problem-solving abilities and demonstrated capacity to perform tasks and make decisions without direct supervision. Additionally, the candidate must exhibit sound professional judgment, initiative,

flexibility, and creativity in their approach to work.

Essential Duties and Responsibilities:

- Develop a thorough understanding of Glencoe Park District policies, procedures, and operations and positively enforce them.
- Visit, observe, and participate in different phases of the agency facilities, programs, services, and operations.
- Lead and/or assist in special projects requiring research and development of initiatives supporting and benefiting the agency and/or department.
- Assist in organizing, planning, and implementing programs and activities.
- Provide excellent customer service by immediately addressing questions and concerns from staff, patrons, and parents.
- Consult your supervisor when confronted with questions or problems you cannot resolve yourself.
- Maintain a positive public image.
- Keep program and work supplies, equipment, and facility areas clean, organized, and safe.
- Communicate openly, honestly, and professionally at all times.
- Wear Park District-provided apparel and name tags while on duty.
- Must demonstrate safety awareness and follow safety protocol. Report any safety hazards to the Program Manager.
- Report any violations of the Rules and Regulations and/or incidents to the Program Manager or the Takiff Facility Manager.
- Attend all meetings as required.
- Complete all duties as assigned by the Program Manager(s).

Benefits:

- Complimentary Seasonal Beach passes to the Glencoe Beach
- Complimentary Membership to the Glencoe Fitness Center

**To review the full job description, please contact the hiring manager.*

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.