



Parks and Recreation Intern

Village of Hinsdale

Contact Name: Mike Hayes

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Contact Phone: 630-335-6588

Closing Date:

Salary: \$15 - 16 / hour dependent upon qualifications

Description:

Job Duties Essential Functions:

1. Will be responsible for compiling a complete inventory of all parks in the community.
2. Will be the main point of contact for Men's Summer Softball league. Attends to the weekly operational needs and statistical updates of softball league. Provides weekly updates to all teams and manages needs as they arise, including stocking first aid kits, ordering softballs and managing game protests.
3. Assists in collection of sponsorships and donations for the department.
4. Attends to the daily operational needs the Parks & Rec department, including multiple daily trips to locations for supplies and program evaluations, photos etc.
5. Works **ALL** special events, including Memorial Day Procession, Unplug & Play, Lunch on the Lawn, Movies in the Park, Pool Special Events, July 4th, etc.
6. Assists with program registrations and pass sales, including periods of intensive computer processing with custom registration system.
7. Weekly visits to programs held at local parks, ensuring program quality. Programs are held at various locations.
8. Assists with production of the seasonal program brochure and editing.
9. Assists in management of social media marketing, specifically Facebook and Instagram.
10. Performs any additional errands or duties as related to department needs. This may include purchasing candy or bottled water for July 4th, printer ink for the pool, organizing storage spaces, etc.

FULL POSITION DESCRIPTION IS ON OUR WEBSITE - villageofhinsdale.org - departments - human resources - village employment