



Recreation Intern

Munster Parks and Recreation

Contact Name: Jill Higgins
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Contact Phone: 219-836-7275
Closing Date: 2025-03-07
Salary: 600/week

Description:
Recreation Intern

\$600/week Stipend

40 hrs./week, 10-12 week seasonal

Under the supervision of the Superintendent of Recreation, the Recreation Intern will assist with projects, programs and events to receive an all-encompassing experience. This will include, but is not limited to, summer camps, Munster Pool, special events, senior programming, general administration, budgeting, and marketing. The intern will also create and run some sport programming. For these programs, you will interview and hire staff, create itineraries, budget, advertise and evaluate the program.

Munster Parks and Recreation is seeking a candidate who is self-motivated and will work cooperatively with staff, class participants, parents, seniors and the public as a whole. This individual shall display professionalism in oral and written communication; attend scheduled meetings and weekday, evening and weekend events as required; complete all paperwork, evaluations and reports in a timely manner; take the lead in specific special events; as well as create programs and events under the supervision of the Superintendent of Recreation.

Any interested candidate should possess a Recreation, Sport Management or equivalent degree or work towards one. Applicants should send their cover letter to Jill Higgins, Superintendent of Recreation/Munster Parks and Recreation/1005 Ridge Rd./Munster, IN 46321.