



## Recreation Intern City of Elgin

**Contact Name:** Jan Monell  
**Contact E-mail:** janice.monell@elginil.gov  
**Contact Phone:** 847-531-7012  
**Closing Date:** 2025-03-29  
**Salary:** \$16.00 hourly

**Description:**  
**Recreation Intern**

### **GENERAL DEFINITION OF WORK**

Performs general duties in the Parks and Recreation Department. Work is performed to give an overall understanding of the functions and operational processes within the Parks and Recreation Department. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Works to establish and demonstrate City of Elgin Parks and Recreation Department policies, emergency procedures, and safety guidelines, and represent the City of Elgin in a positive, professional manner.  
Organize and implement programming for participants of all ages and abilities.  
Coordinate special events, produce informational flyers and promotional materials.  
Provide office support assistance  
Assist with program supervisory responsibilities  
Provide general information on Parks & Recreation activities and facilities.  
Maintain a positive public image and attitude with good public relations and customer service.  
Wear appropriate staff uniform.  
Attend all staff meetings.  
Abide by all City of Elgin rules and regulations as outlines in the Employee Manual.  
Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of major sports such as baseball, softball, basketball and other sports; general knowledge of modern principles and practices of recreation, aquatics and/or physical education; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with community officials, employees, volunteer groups and the general public; ability to communicate effectively, orally and in writing; extensive and demonstrative knowledge of the use and application of MS Office Suite and electronic mail systems; ability to prepare and maintain records.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school with course work at a four-year college or university in recreation administration, physical education, leisure services or a related field.

**QUALIFICATIONS:**

Must be available to intern a minimum of 480 hours at a min. of 35 hr./week for a 12 week period beginning Mid-May thru Mid-August.