



Marketing Communications + Recreation Intern Winnetka Park District

Contact Name: Elizabeth Dostert

Contact E-mail: edostert@winpark.org

Contact Phone: 847-501-2040

Closing Date:

Salary: \$17 - \$18/hour hiring range

Description:

The Winnetka Park District has an exciting summer Marketing Communications + Recreation internship opportunity for a current college student seeking a degree in Communications, Marketing, Parks and Recreation, Hospitality, or a related field. Under the direction of the Marketing Communications Manager and the Director of Recreation and Facilities, the internship experience will provide hands-on learning experience in areas of community special events, recreational programming, outreach, business partnership development, event on-site management, and agency marketing/promotion including content creation, photography, and videography.

Duties include:

- Prepare and submit reports, and complete projects as required by university program requirements.
- Gain experience in special events by attending and supporting seasonal special events and concerts in the parks and assisting with special event marketing activities.
- Will shadow recreation and marketing managers in planning and executing successful special events and recreational programming.
- Will have the opportunity to rotate and learn about park district facilities, program offerings and special events.
- Assists in community outreach by attending and managing community events on behalf of the park district. Sets up the park district marketing booth and works the booth at special events and through community outreach.
- Takes photos at events and programs and assists with managing the district's photo library.
- Supports the marketing team with digital media creation and content management. Assists with written copy for marketing/promotional materials including but not limited to press releases, newsletters, brochures, and digital promotions.
- Assists with social media posts on Facebook, Instagram, and other social media platforms.
- Performs other duties as assigned.

Work hours: Approximately 30 hours per week, for up to twelve (12) weeks beginning mid-May, 2025 through August 2025. The exact number of weeks worked will be discussed with applicants and dependent on the availability of intern to work throughout the summer months. Work week will include daytime, weekend, and some evening work hours that will include some Wednesday evening shifts and the possibility of other evening shifts. Will be required to work on the Fourth of July holiday.

Qualifications: We are seeking a current college student seeking a degree in Communications, Marketing, Parks and Recreation, Hospitality, or a related field. Prefer students who will receive college credit in exchange for the internship experience. Must possess a valid Illinois Driver's License, Class D. A commitment to continued skill development is required. Must be able to successfully pass a fingerprint based criminal background check and driving record check through the State of Illinois. Must be self-motivated, detail oriented, organized, and possess excellent communication skills along with a positive and professional attitude. Must have the ability to work cooperatively and respectfully with staff, program participants and the public.

To apply: Go to winpark.org, > park district information > job opportunities. Complete application and submit resume and cover letter. Apply early as interviewing will begin promptly.

Benefits:

Winnetka Ice Arena: Complimentary usage and skate rental during public skate sessions. 50% discount off the residential rate for group lessons, and non-prime pricing on hourly ice rental.

A.C. Nielsen Tennis Center: Court time block of up to 90 minutes at no cost up to one (1) time per week. Employees can use the court with any other individual(s). Registration of court time cannot be made earlier than forty-eight (48) hours prior to the court time block. Discounted group tennis classes at 50% off the residential rate provided the program has met minimum enrollment without the employee's participation; and that the registration does not take the place of a paying customer.

Beaches: Employees and their eligible family members are eligible for daily admission at a 50% discount off the residential rate for swimming, boat launch, or beach launch.

Golf Course: One (1) complimentary large bucket of balls for the driving range per month.

Recreation Programs: Some recreational programs and summer camp programs qualify for 50% discount off the resident cost.