



Recreation and Parks Intern

Village of Orland Park

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Closing Date: 2025-12-31

Salary: \$18.00-\$25.00/hour

Description:

Opportunity at a Glance

The Village of Orland Park is excited to offer a dynamic internship opportunity within our Recreation and Parks Department for responsible, motivated, and team-oriented undergraduate or graduate students seeking meaningful, hands-on experience in their field of study. This internship includes a planned rotation through key areas including Special Events, Heritage Sites, Recreation Programming, Athletic facilities and programs and Fitness, providing interns with a broad understanding of department operations.

The **Recreation & Parks Intern** will gain practical experience, professional mentorship from department leaders, and exposure to innovative local government practices and management techniques. This well-rounded experience is designed to prepare students for a successful career in the recreation and parks profession.

Key Responsibilities

Under the direction of department leadership, the Recreation & Parks Intern will assist with planning, organizing, and supervising assigned recreation programs and special events. Responsibilities include, but are not limited to, supporting the administration of recreation programs through registration, attendance tracking, and participant engagement; conducting research, compiling data, and preparing reports related to programs, events, and recreation facilities; and assisting with budget tracking, purchasing, and inventory management.

Additional duties include leading activities and supporting staff with programs and special events, as well as collaborating with other Village departments on special projects and initiatives. The intern will maintain positive relationships with community members, local organizations, businesses, and partner agencies, while contributing to the formulation of program, events, and facility evaluations and surveys to provide recommendations for improvement. The intern will also assist in developing new programs or events based on community needs and interests and participate in at least one of the season's signature events, such as the Turkey Trot, Cinderella Ball, or Taste of Orland.

This position also contributes to marketing efforts by creating social media posts, videos, and

photography, assists with planning and implementation of seasonal camps at the Sportsplex, and participates in seasonal maintenance projects with the Athletics Division. The intern will help monitor and document athletic field conditions, reporting any areas that require repair or maintenance. Other duties and special projects may be assigned as needed.

Qualifications, Knowledge, Skills

Progress toward the completion of a Bachelor of Science degree in Recreation or a related field is preferred. Applicants must demonstrate strong organizational and analytical skills. The ability to maintain confidential information, work collaboratively as part of a team, prioritize tasks, and meet deadlines is essential.

Undergraduate Intern: Basic knowledge of skill(s) needed to perform assigned duties.

Graduate Intern: Bachelor's Degree in applicable field of study; working knowledge of skill(s) needed to perform assigned duties.

All applicants are encouraged to provide a statement explaining how an internship with the Village of Orland Park will supplement or enhance your educational and/or career goals.

Indicate interest in the Recreation & Parks Department internship, hours of availability and length of internship **must** be provided when applying.

www.orlandpark.org to apply.