



## **Recreation and Parks Special Recreation Intern**

### **Village of Orland Park**

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**Closing Date:**

**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 the Recreation and Parks Department's Special Recreation Division. This position is ideal for responsible, committed, team-oriented, task-driven, and highly motivated undergraduate or graduate students seeking meaningful, hands-on experience in therapeutic recreation.

The **Recreation & Parks Special Recreation Intern** will participate in a comprehensive rotation through all areas of therapeutic recreation services, including general programs, health and fitness, trips and outings, Special Olympics, adult day programming, social clubs, special events, early childhood and youth programs, and participant assessments. Interns will gain valuable experience working with individuals with special needs three years and above in a variety of different programs and events being exposed to innovative local government practices and therapeutic recreation interventions. This internship provides professional exposure, valuable mentorship from department leaders, and the foundation for a successful career in therapeutic recreation.

#### **Key Responsibilities**

Under the supervision of the Special Recreation Program Supervisor and Senior Program Coordinators, the Recreation & Parks Special Recreation Intern assists in the planning, organization, and supervision of assigned therapeutic recreation programs and events. The intern will take an active role in coaching Special Olympics sports, implementing programs, chaperoning overnight trips, and providing support at tournaments and special events.

Responsibilities include assisting with the development, implementation, and evaluation of Special Recreation programs and designated areas. The intern conducts research, compiles data, and prepares reports on program outcomes, therapeutic recreation trends, and participant evaluations. Additional duties involve assisting with budget tracking, purchasing, and inventory management to ensure program and event needs are met efficiently.

The intern ensures all documentation is accurately completed and maintained, including program plans, evaluations, assessments, attendance records, behavior reports, accident and incident reports,

and first aid logs. During programs and events, the intern may assist staff or lead activities to promote participant engagement and modify/adapt services to meet the needs of all abilities.

Collaboration is key in this role, as the intern works with other departments on special projects and initiatives, and maintains positive relationships with community members, local organizations, and partner agencies. The intern participates in program evaluations, offering recommendations for improvements and assisting in the development of new programs or events based on community needs and interests.

### **Qualifications, Knowledge, Skills**

The Recreation & Parks Special Recreation Intern should be a student progressing toward the completion of a Bachelor of Science degree in Therapeutic Recreation or a related field, with preference given to candidates seeking to fulfill requirements under a Certified Therapeutic Recreation Specialist (CTRS). The ideal candidate will demonstrate strong organizational and communication skills, along with the analytical abilities necessary to support program planning and evaluation.

Interns must be able to maintain confidentiality and work effectively as part of a collaborative team within the department. Additionally, a proven ability to prioritize multiple tasks, manage time efficiently, and meet established deadlines is essential for success in this role.

**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.

### **Compensation & Benefits**

Hourly pay: \$18.00 – \$25.00. The internship runs for 10–12 weeks, requiring approximately 35–40 hours per week, with some evenings, weekends, and holidays as needed. Academic credit is available if coordinated through a university.

Join the Village of Orland Park and gain real-world experience that enhances your education and prepares you for a career in therapeutic recreation. Take the next step in your professional journey!