



Recreation Intern

Westmont Park District

Contact Name: Luke Wyss

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Closing Date:

Salary: \$16/hr

Description:

Primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Superintendent of Recreation, the Intern will assist the recreation department in planning, organizing, and supervisor of specific assigned recreation programs and special events. The intern will be exposed to a well-rounded experience within multiple departments. The interns shall act as a program assistant to the recreation department, but may be asked to assist in other departments as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Help to ensure all patrons of the Westmont Park District have a safe and enjoyable time.
2. Assist in the administration of recreation programs as assigned.
3. Oversee and assist with various programs and events offered by the department, including but not limited to: youth-adult programming and special events.
4. Submit reports to the recreation team as requested.
5. Attend staff meetings, special events and IPRA meetings as assigned.
6. Work with other departments as assigned, this will be a rotational internship. Departments include Recreation, administration, early childhood, preschool, golf and fitness, and parks/facilities.
7. Provide exceptional customer service to patrons and all staff members while maintaining a positive public image at all times.
8. Visit, observe and participate in different facilities of the District.
9. Complete a list of goals to accomplish during the period of your internship.
10. Create, oversee and implement a new program/event in the intern's division of choice as it fits the department's needs and budget.
11. Work with department supervisors to assist, shadow and/or perform assigned tasks for each division and/or facility within the departments. If there is a specific area with more interest, potentially, additional time may be spent in that area.
12. Perform any additional related tasks as needed.

HOURS

Seasonal – 40 hours per week. Generally Monday – Friday 8:30a – 5:00p. Varies depending on program/event needs. 12 weeks minimum.

REQUIRED KNOWLEDGE/QUALIFICATIONS:

The intern shall have a passion for recreation and an interest in learning about the district. Candidate must be a junior or senior in college and are studying the field of recreation, early childhood or sports management. Must be at least 18 years old. Must pass background check and drug test. Subject to duties both in inside and outdoor conditions.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Personnel and Employment Policy.

ESSENTIAL FUNCTIONS: In an 8 hour workday employee may engage in activities that may include, but are not limited to: standing, sitting, walking, driving, bending, twisting and lifting.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

English must be spoken, read and understood to perform the functions of this position.

The noise level in the work environment is usually moderate, but may be high in some instances.

SAFETY RESPONSIBILITIES:

1. Actively support the safety program that will effectively control and reduce accidents.
2. Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the recreation/athletic departments.
3. Promptly report to Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.
4. Monitor all spaces inside and outside and report any issues to the proper staff member.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

How to apply:

Interested and qualified applicants must send the below to jobs@westmontparks.org

- Resume
- Cover letter
- Westmont Park District **online application**