



Summer Recreation Intern

Downers Grove Park District

Contact Name: Samantha Donovan

Contact E-mail: sdonovan@dgparks.org

Contact Phone: 630-960-4477

Closing Date:

Salary: \$15/Hour

Description:

Looking for a summer internship that goes beyond busywork? Join the Downers Grove Park District for a paid, hands-on internship where you'll gain practical experience in recreation programming, facilities, special events, and day-to-day park district operations. This opportunity allows college students to learn directly from experienced professionals, take on real responsibilities, and develop skills that translate into a future career in parks and recreation.

Internship Details

- **Duration:** Approximately 12–14 weeks (May–August 2026)
- **Schedule:**
 - Approximately 40 hours per week
 - Primary hours: Monday–Friday, 9:00am–5:00pm
 - Occasional evenings and weekends required for programs and events
- **Pay Rate:** \$15 per hour worked
- **Status:** Seasonal, non-exempt (hourly)
- **Work Location:** Various Park District facilities and outdoor sites

Benefits

- Free Fitness Membership at 4500 Fitness

Job Summary

Under the supervision of recreation leadership staff, the Recreation Intern will gain exposure to many areas of park district operations. The internship will be tailored to the intern's academic goals and interests while meeting the operational needs of the District.

Experience may include:

- Recreation programming and administration
- Camps and special events
- Facility operations and supervision
- Customer service
- Staff supervision and leadership development

- Budgeting, purchasing, and basic administrative tasks

Essential Duties & Responsibilities

- Assist with planning, organizing, and supervising recreation programs, camps, and special events
- Support daily facility operations, including customer service and program support
- Observe and participate in various departments and facilities across the District
- Assist with special projects, research, and program evaluations
- Help prepare reports, track attendance, and organize program materials
- Work directly with staff, participants, and community members in a professional manner
- Maintain clean, safe, and organized work areas
- Follow all Park District policies, procedures, and safety guidelines
- Wear Park District apparel and name badge while on duty
- Perform other duties as assigned

Qualifications

- Must be at least 18 years old
- College student pursuing a Bachelor's degree in Parks & Recreation, Leisure Studies, or a related field
- Completion of at least two years of undergraduate coursework preferred
- Previous experience in recreation, camps, customer service, or parks is a plus
- Strong communication, organization, and time-management skills
- Self-motivated with a positive, professional attitude
- Valid Illinois Driver's License preferred

Required Certifications & Clearances

- Must pass a criminal background check
- CPR/AED/First Aid certification required or willingness to obtain upon hire

Why Work at Downers Grove Park District?

- Flexible hours
- Supportive and friendly coworkers
- Collaborative and connected management
- Work for a Distinguished Agency Park District

How to Apply

Please apply online at www.dgparks.org/careers-opportunities
Include a resume and cover letter

The Downers Grove Park District is an EOE.

The District is required by Illinois Statute (70 ILCS 1205/8-23) to obtain a criminal conviction information concerning applicants, and shall perform a criminal background check for applicant for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions. Conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the

conviction will be considered in relationship to the specific job.