



Summer Recreation Intern

Skokie Park District

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Closing Date:

Salary: \$ 16.00 - \$18.00/ hour

Description:

2026 Summer Recreation Intern (Seasonal Part-Time)

The Skokie Park District is looking for a summer intern with a focus on recreation programs, events, and camps. As an intern with the District, you'll get practical experience in parks and recreation, build professional skills, and learn industry standards while making a positive impact on families and the community. **This internship is scheduled to take place from May through August and is intended to fulfill a degree requirement.**

Job Summary:

The Recreation Intern works under the guidance of the Superintendent of Recreation and Facilities, fulfilling university requirements while pursuing a Parks and Recreation degree or a similar program. This internship offers hands-on experience in all aspects of district operations—such as administration, program planning, supervising staff, facility management, camps, aquatics, indoor ice rink activities, special events, marketing, and upkeep—tailored to both the intern's interests and the needs of the Park District.

The Recreation Intern is an hourly position, and hours will vary depending on weekly activities and special events; however, the Intern will work approximately 40 hours per week, including nights and weekends when needed.

Qualifications:

- Must be at least 18 years old or older.
- Pursuing a college degree in Parks and Recreation or a related field is preferred.
- Previous experience in Park and Recreation is a plus.
- Must possess a valid Illinois Driver's License.
- Must possess CPR/AED/First Aid Certification or be willing to obtain it within one month of hire
- All employees must pass a criminal background check

Required Skills:

- Skilled in using Microsoft Office Suite (such as Excel) and other common computer programs,

with proven experience utilizing these tools in professional environments.

- Demonstrates strong communication skills and interacts professionally and courteously with employees and customers both in person and over the phone.
- Demonstrates strong organizational skills and can manage several tasks at different sites independently.
- Possesses effective problem-solving skills and can perform tasks and make decisions with minimal supervision.
- Exhibits sound professional judgment, initiative, flexibility, and creativity in approaching daily responsibilities.

Essential Duties and Responsibilities:

- Learn and follow all agency policies, procedures, and operations.
- Visit, observe, and take part in various facility, program, and service areas.
- Lead or support special projects/events that involve researching and developing new ideas for the agency or department.
- Help plan, organize, and run programs and activities.
- Provide excellent customer service by addressing questions and concerns promptly.
- Ask your supervisor for guidance when you cannot resolve an issue on your own.
- Maintain a positive and professional public image.
- Keep all work areas, supplies, equipment, and facilities clean, organized, and safe.
- Communicate openly, honestly, and professionally at all times.
- Follow all safety protocols, stay aware of safety concerns, and report hazards.
- Report any rule violations or incidents.
- Attend all required meetings.
- Complete other duties as assigned by the Superintendent of Recreation and Facilities.

Pay Rate:

This is a seasonal, part-time, non-exempt (hourly) internship. The pay for this position is **\$16-\$18 per hour.**

Benefits:

- Complimentary pool pass to Skokie Water Playground and Devonshire Aquatic Center.
- Complimentary Fitness First membership and open gym access.
- Free golf at Weber Golf Course and Skokie Sports Park.

To apply, submit your resume and application here:

<https://www.paycomonline.net/v4/ats/web.php/portal/7E0BC368D11A2B53A3CFA28956F7D681/jobs/197289>

At the Skokie Park District, we believe in fostering a workplace where everyone feels valued, respected, and empowered. We are proud to be an Equal Opportunity Employer and welcome people of all backgrounds, experiences, and perspectives. We are committed to creating a diverse and inclusive environment where all employees can thrive. We encourage applicants of all races, genders, ages, abilities, and identities to apply and join our team.