



## **Parks and Recreation Summer Intern**

City of Morrison, Parks and Recreation Department

**Contact Name:** Eric Griffith  
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**Contact Phone:** 309-524-2421  
**Closing Date:** 2026-04-30  
**Salary:** \$16 per hour

### **Description:**

Internship will include exposure to multiple areas of the Park and Recreation Department. Areas of focus can vary depending upon interest, but will include: Athletics, Aquatics, Special Events, Cemeteries, Park Maintenance and Customer Relations.

**Approximate employment duration:** Minimum 400 hours total, can be adjusted to fit internship credit guidelines. Assigned work hours between 8:00 AM and 11:00 PM including weekends and evenings from May through August.

**Deadline:** Applications are accepted until such time a sufficient number of qualified applications is received to fill the position. If interested send resume and cover letter and/or any questions to Eric Griffith, Director of Parks and Recreation, 309-524-2424 / [egriffith@moline.il.us](mailto:egriffith@moline.il.us).

### **Acceptable Experience and Training**

- Graduation from high school and working toward a bachelor's or graduate degree; and
- Have an interest in park and recreation in general and a willingness to learn the broader scope of services provided by city programs; and
- Preference will be given to current students of Park & Recreation, Sports Management, Event Management, or a related field.
- Ability to work as a team member and collaborate effectively with others;
- Strong verbal and written communication skills.

### **Required Special Qualifications**

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen;
- Possession of a valid motor vehicle operator's license.

### **Examples of Essential Work (Illustrative Only)**

- Work closely with professional staff on special projects, including but not limited to: project management, tournament/event management, staff/program scheduling, program evaluations, and goal setting;

- Implementation or creation of a concept of one new program as part of seasonal offerings;
  - Observe and assist facility management and concession operations;
  - Learn registration software system and assist with participant registrations, facility reservations and general inquiries;
  - Assist with planning, scheduling and implementation of park programs, leagues, special events, and more;
  - Support the marketing and promotion of the Parks and Recreation Department along with all programming, facilities and special events through various marketing strategies;
  - Spend time learning other areas of the Parks and Recreation Department such as cemetery operations, field maintenance, pool maintenance, customer relations, and more;
  - Act as the Summer Camp Director for a new, low cost/free camp; including hiring, planning and implementation.
- Other duties as assigned.

### **Goals for the Internship:**

- Connecting students who exhibit passion for park and recreation programming with an opportunity to enhance the operation of our department.
- Provide a creative opportunity for contributions to the current season and future planning.
- Develop students with a wide range of park and recreation interests who ultimately feel more connected to all areas of park and recreation programming.
- Apply strategies to integrate students into the organization to allow for maximum inclusion and productivity.
- Ensure the development of students for the continued future growth and quality of the park and recreation workforce.