



Parks and Recreation Summer Intern

City of Morrison, Parks and Recreation Department

Contact Name: Eric Griffith

Contact E-mail: egriffith@moline.il.us

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.

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.