



Recreation Summer Intern

Wilmette Park District

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Closing Date:

Salary: \$20/hour

Description:

The Wilmette Park District offers Short-term staff the following benefits: Individual Seasonal Beach and Pool Pass, One (1) parking decal for Gillson Beach, Individual Center Fitness Club Membership for June – August the current year of employment.

SUMMARY:

The Recreation Summer Intern will participate in an intense & comprehensive seasonal internship designed to provide a broad experience by gaining exposure to all facets of the summer operations. Opportunities for hands-on labor, staff development, customer service, safety & policy enforcement & education, supervision, and recreational programming & instruction.

SUPERVISORY DUTIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the overall operations of the Recreation Teams.
- Daily logistical and programmatic interaction with Summer Camps and staff.
- Play a role (TBD) in the operations Summer Programming.
- Active participation in the July 3 Celebration, Gillson Camp-out and various Wallace Bowl events.
- Participate in a collaborative project with the Lakefront Summer Intern.
- Actively contribute to the Park District's sustainability goals.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Perform other duties as assigned.
- Duties and Responsibilities may be tailored to the skills/goals of the intern.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department.

- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, Human Resource and Risk Manager.
- Attend and participate in required safety trainings.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older.
- ***Current student in good standing of a university pursuing a degree in recreation or related field.***

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must possess CPR/First Aid certificates within one month of hiring, provided by the Park District.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training, Blood Borne Pathogens annually and Mandated Reporter every three years.
- Must hold a valid Class D driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to parents, patrons and other employees of the Park District.
- Ability to apply commonsense understanding to carry out detailed, but uninvolved instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software, The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl.
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms.
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects.

- The employee must occasionally lift and/or move up to 25 pounds.
- The employee must maintain close supervision of children when assisting in programs.
- Must be able to move quickly to respond to emergency situations or children's needs.
- The noise level in the work environment is usually moderate.

HOURS:

- The Recreation Summer Intern will have varying hours, based on the needs of the program, camp, or special event responsibilities and/or the agency.
- Due to the nature of recreation work, evening and weekend hours may be necessary.
- General hours of duty will be approved by the Recreation General Manager
- Duration: 10-14 weeks
- Start date: Negotiable between May 18 - 29, 2026
- End date: As late as September 10, 2026
- Hours per week: Not to exceed 40 hours

APPLY ONLINE:

<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/331691>