



## Recreation Intern

### Wheeling Park District

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**Closing Date:**

**Salary:** \$16.00 - \$17.00 Hourly

**Description:**

**Job Title:** Recreation Intern

**Job Status:** Part Time – Non-Exempt

**Division:** Recreation

**Primary Work Location:** Community Recreation Center

**Reports To:** Assistant Superintendent of Recreation

**Supervisory Responsibility:** None

#### Position Summary

The Wheeling Park District offers internships for university students majoring in Parks & Recreation, or a related major. The program is designed to provide the intern with first-hand knowledge and understanding of public recreation agencies. Students will be provided the opportunity to integrate and apply knowledge, theory and understanding from the academic setting to the working environment. Under the supervision and guidance of the Assistant Superintendent of Recreation and the Human Resources Manager, the intern will gain experience in administration, marketing, budgeting, leadership, programming, facility management and special events based on the interest of the intern and needs of the park district.

The Recreation Intern is a seasonal, hourly position. This internship is scheduled to take place from May through August and is intended to satisfy a degree requirement. Hours will vary depending on the District's weekly activities and special events. The intern will work approximately 40 hours per week, including nights and weekends as needed.

#### Essential Job Duties

- Performs the job safely and in compliance with Park District policies, procedures, work, and safety rules.
- Comply with all District/Department policies and procedures.
- Manage personal schedule, combining pre-scheduled activities, special events, meetings, and university requirements.
- Attends all meetings when appropriate.
- Experience registration processes, monthly financial, and marketing requests.
- Collaborate with and provide support to various District departments to gain knowledge of their respective functions within the District.
- Gain direct leadership experience by conducting programs, special events and assisting at various facilities.
- Prepare and submit reports as required by university program requirements.
- Work on a special project and any other projects as required by university program requirements.
- Provide timely, accurate paperwork and reporting.
- Encourage the safety of all program participants and fellow staff by following Park District Safety Guidelines.
- Develop a positive rapport with the Wheeling Community.
- Work as scheduled.
- Participates in required training and safety programs as established by the Wheeling Park District.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Performs special projects or other duties as assigned.

## **Qualifications**

### **Position Requirements**

Enrolled in a practicum/seminar class at a community college or university. Student must have university or community college approval prior to beginning work at the Wheeling Park District. Part-time experience working in a park district or recreation setting is preferred. Demonstrated interest and enthusiasm in pursuing a full-time career in the field of Recreation & Parks. Complete formal application process including cover letter, resume and interview with the Assistant Superintendent of Recreation and the Human Resources Manager. Students must provide own housing and transportation.

### **Skills and Abilities**

- Maintain a positive working relationship with supervisor, subordinates, co-workers and the general public
- Possess the ability to deal with residents, staff and job responsibilities under stressful conditions.
- Demonstrate consistent attendance and on-time arrival.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

### **Physical Requirements**

The physical requirements 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 of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Sitting for sustained periods of time while completing work, repetitive hand/arm movements such as when working on computer keyboard, calculator, etc.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May need to lift and/or move up to 25 pounds.

## **Working Conditions**

- Activities will be performed both indoors and outdoors.
- Employee may be exposed to cleaning agents and toner chemicals.
- Occasional exposure to natural and potentially extreme weather conditions while attending job related activities at locations away from the office.
- Exposure to noise distractions from employees or equipment operation in adjacent work areas.
- Protective clothing and equipment is required as it pertains to the particular job duty.

**Rate of Pay:** \$16.00 - \$17.00 Hourly

## **Application Procedure:**

Please complete the full application with the Wheeling Park District via the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/07DEE904B0CEFE8BFD185D4FE939BC5F/jobs/318367>