



Intern - Parks Department

Skokie Park District

Contact Name: Keli Stonitsch

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Contact Phone: 847-929-7110

Closing Date:

Salary: 16.00/hr

Description:

Intern-Parks Department

Basic Function

Under the direction and supervision of the Superintendent of Parks, Planning and Facilities and Parks department supervisory staff, this position will be exposed to various Parks Department operations. The internship will provide an opportunity to learn about best practices in parks maintenance, horticultural and turf practices, GIS and trades that may include electrical, plumbing, and carpentry.

Essential Duties

- Meets with the Superintendent of Parks, Planning and Facilities on a regular basis to establish and evaluate internship goals.
- Learns about daily operations of the Parks Department by performing various job duties and observations as assigned by supervisory staff.
- Follows all Parks Division and Skokie Park District work rules, policies and procedures.
- When given an internship assignment, creates a work plan to accomplish the assignment.
- Performs all work assignments in a safe manner and follows all Parks Department safety procedures and rules. Uses PPE for work tasks that PPE is required for.
- Communicates honestly, openly and professionally at all times.
- Performs assigned tasks under the guidance of other full-time staff. Is open to suggestions for improvement.
- Performs grounds maintenance and landscape duties as assigned.
- May assist other full-time parks department staff with electrical, plumbing and carpentry projects.
- Assists with set-up and take-down of special events and festivals.
- Performs other duties as assigned.

Additional duties:

The intern is responsible for meeting the internship requirements that their University, College or Trades School has established in conjunction with the Skokie Park District. Must have the ability to write, speak and develop reports clearly. Incorporates the District's core values of commitment, service, inclusiveness, integrity, openness, innovation and environmental stewardship in all work

performed. Adheres to and actively enforces the safety responsibilities and safety procedures outlined in the District's Safety Manual, Parks Division Manual and overall risk management program.

Qualifications

Education: High School diploma or equivalent (GED) and additional training in maintenance of park grounds required.

Experience: No park maintenance experience required.

Certifications: Must possess a valid Illinois Drivers' License.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Click [here](#) to apply on the Skokie Park District website: Job Opportunities