



Recreation Intern

Wheaton Park District

Contact Name: Toni Curley

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Contact Phone: 630-510-5109

Closing Date:

Salary: \$17.00 per hour

Description:

GENERAL PURPOSE

This internship will provide a comprehensive experience in recreation through assisting in the planning, coordination, and implementation of recreational programs and activities, hands-on experience in various aspects of recreational management, including event planning, facility operations, and customer service. This internship offers an excellent opportunity to develop skills in leadership, communication, and organization.

REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

Must be pursuing a BS or MS degree in Parks and Recreation or closely related field. Must be familiar with the use of Microsoft Office with average ability in Word and Excel. Must have good problem-solving, organizational, verbal, and written skills. Must be able to interact with the public.

ESSENTIAL FUNCTIONS

1. Assist in the planning and execution of recreational programs and events.
2. Provide support in coordinating facility rentals, scheduling, and setup for recreational activities.
3. Assist with the development of marketing materials, social media content, and promotional strategies to increase participation and awareness.
4. Interact with program participants and visitors, providing excellent customer service and addressing inquiries and concerns in a professional manner.
5. Collaborate with district staff to maintain cleanliness, safety, and functionality of facilities and equipment.
6. Participate in staff meetings, training sessions, and professional development opportunities to enhance skills and knowledge.
7. Assist with budget preparation.
8. Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
9. Follow the Wheaton Park District policies, procedures, and guidelines.
10. Proactively support the Districts Mission, Vision, and Values.
11. Maintain good safety awareness and follow all safety guidelines and procedures.

REQUIRED CERTIFICATIONS, LICENSES, ETC.

Must have and maintain: a valid driver's license with acceptable driving record. CPR/AED certified or obtain within one (1) year of employment. Be a "Mandated Reporter" for the Abused and Neglected Child Reporting Act.

PHYSICAL DEMANDS

Must have the ability to: frequently use a keyboard and computer for long periods of time while remaining in a stationary position; occasionally move about the office to access office equipment and files; and occasionally move about, sometimes on uneven ground, during programs for setup and implementation; and occasionally lift objects weighing up to 25 lbs. and over with assistance.

ENVIRONMENTAL DEMANDS

Must be able to: work in a standard office setting and occasionally handle seasonal weather conditions including extreme heat, humidity, cold, and/or biting/stinging bugs during outdoor activities or while traveling to other facilities.

HOURS

40 hours a week, schedule determined by supervisor and must work evenings and weekends as deemed necessary.

SALARY RANGE

Minimum - Midpoint - Maximum

\$15.00 - \$18.75 - \$22.50

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V