Recreation Operations Intern

Crystal Lake Park District

Contact Name: Rocio Arreola-Escutia
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Contact Phone: 815-459-0680
Closing Date:
Salary: 16.00/hr

Description:
To apply, please click here.

The Crystal Lake Park District is dedicated to creating welcoming, vibrant, and valued spaces that connect our community to recreation, nature, and each other. We are excited to offer a hands-on internship opportunity for a motivated and enthusiastic student who is eager to learn and grow in the field of parks and recreation!

Position Summary

We are seeking an energetic **Recreation Operations Intern** to support our programs, events, and community engagement efforts. This internship provides real-world experience in planning, organizing, and delivering recreation programs while developing skills in public service, event management, and community outreach.

Work Schedule

- Varied schedule: Monday–Friday (days and evenings), with some weekends.
- Up to 40 hours per week

Qualifications

- Currently pursuing a degree in Recreation Management, Parks and Leisure Studies, Public Administration, or a related field.
- Strong interest in community services, outdoor activities, and recreation program management.
- Excellent communication and interpersonal skills.
- Basic proficiency in Microsoft Office and social media platforms.
- Ability to work independently and as part of a team with initiative and problem-solving skills.
- Ability to work a flexible schedule, including evenings and weekends.
- Valid driver's license.

Essential Functions

- Assist with programming in areas such as athletics, youth programs, fitness, camps, aquatics, and cultural arts.
- Support managers and supervisors with program planning and implementation.
- Assist with special events, marketing, promotions, and community outreach.

- Participate in program evaluations and prepare reports and statistics as assigned.
- Complete a finance/budget project if assigned.
- Attend team meetings and trainings as required.
- Work collaboratively with all departments including Parks, Programs, Facilities, Business Services, and Marketing.
- Perform other duties as assigned by the Manager of Recreation Programs.

Physical & Work Environment

This position may require standing, walking, lifting, and working outdoors in varying weather conditions depending on assignments.

The Crystal Lake Park District is an Equal Opportunity Employer. Click here for a listing of our benefit offerings.