Summer Recreation Intern

Hoffman Estates Park District

Contact Name: Nick Wirth
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Closing Date:
Salary: $17/hr

Description:
The Hoffman Estates Park District is a nationally accredited, Gold Medal Award–winning agency dedicated to enriching our community through parks and recreation. Our mission is to provide the best in parks and recreation by adhering to our values of integrity, innovation, cooperation, accountability, respect, and excellence. As an intern with the district, you'll receive practical, hands-on experience in park and recreation operations while strengthening your professional skill set and gaining insight into industry best practices. At the same time, you'll contribute to meaningful initiatives that positively impact local families and the community as a whole. Become part of our purpose-driven team and help us provide exceptional experiences for the Hoffman Estates community!

This internship is anticipated to run from May-August or in conjunction with degree requirements.

Description:
The Hoffman Estates Park District Recreation Internship provides an opportunity for students to apply academic knowledge and theory within a professional work environment. With a primary focus on Athletics and under the supervision of the Superintendent of Athletics, the intern will gain hands-on experience in areas such as administration, marketing, budgeting, leadership, program development, facility operations, and special events. Responsibilities and learning opportunities will be tailored to align with both the intern interests and the operational needs of the Park District. While the internship is centered in Athletics, the intern may also have opportunities to support and collaborate with other areas within the Recreation Department, gaining broader exposure to overall department operations and programming.

Essential Duties & Requirements:

- Develop a thorough understanding of the Hoffman Estates District policies, procedures, and operations, and positively enforce them.
- Assist in the planning and execution of athletic programs and events.
- Provide support in coordinating facility rentals, scheduling, and setup for recreational activities.
- Assist with the development of marketing materials, social media content, and promotional strategies to increase participation and awareness.

- Interact with program participants and visitors, providing excellent customer service and addressing inquiries and concerns in a professional manner.Collaborate with district staff to maintain cleanliness, safety, and functionality of facilities and equipment.
- Participate in staff meetings, training sessions, and professional development opportunities to enhance skills and knowledge.
- 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.
- Complete all other duties as assigned by the Superintendent of Athletics.

Qualifications:

- Must be a current student pursuing a bachelor's or master's degree in recreation, leisure studies or a closely related field
- All employees must pass a criminal background check
- Previous experience in Park and Recreation is preferred
- Must possess a valid Illinois Driver’s License
- Must possess CPR/AED/First Aid Certification or be willing to obtain it within one month of hire

Hours:

- 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.

Pay Rate:

- This is a seasonal, part-time, non-exempt (hourly) internship.
- The pay rate for this position is $17 per hour.

Benefits:

- Complimentary membership to all Hoffman Estates Park District fitness centers.
- Complimentary membership to Seascape Family Aquatic Center

The Hoffman Estates Park District is a proactive equal-opportunity employer.