



## **Recreation Intern (Summer)**

### Lake Bluff Park District

**Contact Name:** Ben White  
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**Contact Phone:** 847-457-7337  
**Closing Date:**  
**Salary:** \$18/hr

#### **Description:**

#### **POSITION SUMMARY**

Under the supervision of the Recreation Services Manager, the Recreation Intern is responsible for completing the requirements set forth by the university and working towards a degree in Parks and Recreation or a related field. The Recreation Intern position is a comprehensive experience of district operations including administration, programming, employee supervision, facility management, camps, aquatics, special events and marketing, based on the interest of the Intern and needs of the Park District.

#### **HOURS**

Hours will vary based on weekly activities and special events; however, the Intern will work approximately 40 hours per week, including nights and weekends when needed.

#### **ESSENTIAL DUTIES**

- Develop a thorough understanding of Park District policies, procedures, and operations, and positively enforce them.
- Visit, observe, and participate in different phases of the agency facilities, programs, services, and operations.
- Lead and/or assist in special projects.
- Assist in organizing, planning, and implementing programs and activities.
- Make proposals for new programs, events or community engagement.
- Provide reports & recommendations to the Recreation Services Manager.
- Other duties as assigned.

#### **SKILLS/QUALIFICATIONS**

- Must be at least 18 years or older.
- Pursuing a college degree in Parks & Recreation or a related field is preferred.
- Previous experience working in a Parks & Recreation setting.
- Experience with Microsoft Office software and other applicable computer systems including ActiveNet.
- Must possess CPR/AED/First Aid Certification or be willing to obtain within one month of hire.
- Strong organizational and communication skills (oral and written).

- Ability to work collaboratively in a team environment
- Must have valid Driver's License

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of the working conditions associated with the position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

Reviewed March 2026