



## Recreation Intern Waukegan Park District

**Contact Name:** Elizabeth Fallon  
**Contact E-mail:** [efallon@waukeganparks.org](mailto:efallon@waukeganparks.org)  
**Contact Phone:** 847-781-2362  
**Closing Date:**  
**Salary:** \$16.00 - \$17.00 DOQ

### **Description:**

**Intern - General Recreation - SEA**

### **Status of Employment:**

Seasonal, Non-Exempt

### **Compensation & Benefits:**

Expected hiring range \$16.00 to \$17.00 based on education, experience, and skills.

[Click here for a quick look at benefits!](#)

### **Description/Duties:**

The Waukegan Park District is offering an internship to college students working towards a degree within the field of parks and recreation or closely related field. The internship will provide a well-rounded experience to an enthusiastic and highly motivated individual. Candidate must be a student of an accredited university pursuing a Bachelors or Masters degree in Recreation, Leisure Services, or a related field. All necessary requirements must be met with respective college or university to be eligible. A valid drivers license is also required. Housing is provided for the entire time of the internship on a first come first served basis. Applicant must have personal transportation. Applicants are encouraged to apply early. Essential duties include but are not limited to the following:

- Assist with planning, organization, implementation and oversight of summer day camp, after school programs, special events, family, and youth non-athletic recreational/general interest programs with a strong emphasis of nature programming and gardening.
- Provide direct leadership and supervision to all assigned recreation programs and services.
- Provide developmentally appropriate activities that meet the needs and interests of participants.
- Assist in the development and implementation of goals and objectives specific to area of responsibility. May develop and implement intern project.
- Assist in evaluating effectiveness and efficiency of program and services, making recommendations on introduction or deletion of programs and services.
- Assist with the development and implementation of a marketing strategy for recreation programs, events, and services consisting of appropriate pricing and promotional efforts.
- Assist in the recruitment, selection, training, supervision and evaluation of assigned staff and volunteers. Contract with independent contractors and vendors for programs and services as needed.
- Assist in securing alternative funding through grants, sponsorships, and fundraising.

- Assist in the purchase, distribution and maintenance of proper inventory of all supplies and materials. Turn in appropriate receipts as required.
- Prepare and maintain management reports and records regarding programs and services. Prepare and submit reports and projects as required by sponsoring university.
- Accompany participants on field trips. Transport program participants and supplies via park district vehicles.
- Assist in the preparation of program budgets.
- Establish a cooperative planning and working relationship with coworkers, parents, community agencies and organizations.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self-according to the policies and procedures as established by the park district.
- Participate in park district safety and training program to ensure that work performed and services provided are implemented in a safe manner.
- Perform other duties as assigned.

### **Qualifications**

#### **Age:**

- 18 years and older.

#### **Education:**

- Registered as a student at a four-year university. Meet university requirements for internship status. Majoring in Recreation Administration, Therapeutic Recreation, Sports Management, Social Work, or related field.

#### **Experience:**

- Minimum six (6) months experience in a recreational setting, preferably in a recreation department, school district, social services agency or non-profit organization. May be obtained through a combination of volunteer, seasonal, part time, or temporary positions. Has acquired necessary special competencies in the field of specialization for doing fieldwork. Must have completed all university requirements for internship placement.

#### **Knowledge:**

- General knowledge of recreation, parks and leisure service field.
- General knowledge of recreation principles and philosophy within specific area of responsibility.
- Specific knowledge of recreation programs and services for assigned area of responsibility.

#### **License/Certification:**

- Valid driver's license required. CPR, AED and First Aid certificate preferred.

#### **Hours:**

40 hours per week. Monday - Friday 9:00am-5:30pm with some evenings and weekends required based on program needs. 14-16 week internship.

#### **Conditions of Employment May Include:**

- provide proof of date of birth.
- provide a copy of driver's license or photo identification.
- provide driver's abstract if position duties require driving.
- submit to a reference check and employment verification.
- submit to a state criminal background check.
- submit to pre-placement physical and drug testing if position involves transportation of participants.

- submit to reasonable cause and post-accident alcohol and drug testing.

**Interested Applicants can apply online:**

Waukegan Park District

**Contact:**

Julia Sanchez

Recreation Supervisor - General Recreation

847-360-4707

[jrsanchez@waukeganparks.org](mailto:jrsanchez@waukeganparks.org)