



Winter/Spring Recreation Internship (Part Time)

Winfield Park District

Contact Name: Michael Bachio

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Contact Phone: 630-638-3811

Closing Date:

Salary: 16.50/hour

Description:

Winfield Park District

APPLICATION DEADLINE: January 1, 2027

Approximate Dates: February 1-April 9 (10 weeks)

Hours: 24-30 hours per week working on site.

Responsibilities:

- Work within recreation programming areas for all ages in the areas of athletics, preschool, camps, arts and crafts, trips, special events, seniors, and facility management.
- Assist with the development of the seasonal brochure.
- Assist with the safety program and attend all safety meetings.
- Learn Winfit Fitness Center Operations and work as an attendant.
- Attend one Board meeting, Recreation Committee, and IPRA Committee meetings.
- Design and prepare bulletin boards, flyers, and other marketing tools as needed.
- Plan and assist with any special events.
- Learn and participate with the registration operations including program registrations, fitness center memberships, and facility rental requests.
- Meet with all staff to learn about their job responsibilities.
- Attend and actively participate in trainings and meetings with staff, IPRA, etc.
- Learn the park and maintenance operations.
- Assist with compiling information for seasonal program analysis.
- Become familiar with the budget and assist with payroll, bills payable, etc.
- Become familiar with our special recreation organization (WDSRA).
- Participate in an intern swap day at a park district to be determined.

Qualifications:

- **Education:** Must be a student at an accredited university pursuing a bachelor's or master's degree in Recreation, Leisure Services or related field of study.
- **Skills:** Must be able to take direction and assist in planning, leading, managing, troubleshooting, and evaluating recreational events, programs and facilities.

- Must be able to use basic reading, writing, and computer skills to learn, understand, and apply Park District policies and procedures.
- Certifications: Valid Driver's License, First-Aid, CPR, and AED certification (or ability to obtain one– training will be provided).
- Competencies: Candidates must demonstrate through a personal interview and reference check that they are able to work with people of all ages and possess a basic knowledge of the Recreation Industry such that they can understand the tasks they will be provided.

Please submit a cover letter and resume to:
Michael Bachio, Superintendent of Recreation
Email: Michaelb@winfieldparkdistrict.com
Phone: 630-653-3811