



Recreation Intern - Summer 2019

Des Plaines Park District

Contact Name: Jennifer Boys
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Closing Date:
Salary: \$9.00/hour

Description:

JOB IDENTIFICATION

Job Title: Recreation Intern / Salary: \$9.00/hour, 12 weeks - Summer / FLSA: Non-Exempt /
Department: Recreation

SUPERVISORY RELATIONSHIPS-

Reports to: Assistant Superintendent of Recreation

BASIC FUNCTION- The Recreation Intern, under the supervision and direction of appropriate staff, is responsible for gaining knowledge in the development, implementation, evaluation and modification of a broad range of creative, customer-driven programs within assigned area. This position requires the maintenance and coordination of all programming aspects which could include brochure production, budgeting, marketing, quality control, revenue generation/expense control and customer related issues.

ESSENTIAL DUTIES

- Plan, develop, budget and implement assigned programs and events to contribute to the District's success.
- Prepare reports, statistics and program evaluations for continuous improvement of future operations.
- Coordinate and schedule use of facilities for programming in coordination with other program supervisors.
- Develop promotional materials and cross promote within related program areas.
- Continue education on new industry related issues, procedures and techniques.

-Maintain and promote excellent customer service relations with participants, parents, and other affiliates.

-Maintain a working knowledge of all general and department safety rules. Enforce safety rules and improve public and employee knowledge by preventing, confronting and correcting unsafe behavior.

-Complete all school related reports and projects, as assigned.

OTHER DUTIES

-Administer First Aid, when required.

-Adhere to all safety policies and procedures as outlined in the Employee Manual and Crisis Manual.

-Direct participants in the event of an emergency, such as fire, severe weather.

-Communicate with appropriate full time supervisor regarding any equipment needing repair or replacement.

-Attend related training and meetings as requested.

-Perform other related duties and/or special projects as assigned.

POSITION QUALIFICATIONS

Education: Working towards a Bachelor's Degree in Parks and Recreation, or related field

Experience: Minimum of 2 years of undergraduate coursework.

Certifications: CPR & First Aid Certification preferred, Classes available through Park District.
Valid Illinois Driver's license is necessary.

To apply, please fill out an application on our website at <http://www.desplainesparks.org/>