



Summer Recreation Intern Oak Brook Park District

Contact Name: Mike Azzaretto

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Contact Phone: (630) 645-9529

Closing Date:

Salary: \$9.25/hour

Description:

SUMMARY: Under the supervision and direction of the Athletics and Recreation Manager and the Director of Recreation, the Intern will assist the recreation department and administrative department in the planning, organization and supervision of specific assigned recreation programs, procedures and facilities. The Intern will be exposed to a well-rounded experience within multiple departments including: park district operations, administration, public recreation, facility management, special events, fiscal management, marketing, maintenance and program management. The Intern shall act as a general assistant to the Athletics and Recreation Manager, other Park District staff or the Director of Recreation.

SUPERVISORY: The Recreation Intern will report directly to the Athletics and Recreation Manager.

ESSENTIAL JOB DUTIES:

- Assist in the administration of Recreation programs as assigned.
- Assist in diversified programs suited to the needs of the clientele within the Oak Brook Park District policies.
- Submit reports to the Director of Recreation, Athletics and Recreation Manager and other Park District staff as requested.
- Attend workshops or seminars as they pertain with Director of Recreation approval.
- Work with other departments as assigned.
- Appropriate dress is required as indicated in the dress code policy.
- Demonstrate exceptional customer service skills in all communication.
- Support a quality loss control/safety program for the Park District.
- Perform the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook.
- All other duties as assigned by the Athletics and Recreation Manager, Director of Recreation or Executive Director.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Establish and maintain relationships with other agencies, business organizations and community groups.
- Maintain effective relationships with internal and external customers through oral and written communications.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Proficient in Microsoft Office software including Word, Outlook and Excel.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.

PHYSICAL REQUIREMENTS:

- General work area is indoors, in a smoke-free environment.
- Perform tasks that require use of a computer keyboard and copy machine, walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Ability to read, write and speak the English language.
- Drives motorized vehicle to travel to different locations.
- Performs lifting tasks up to

25 pounds.

HOURS: Hours will be based on availability and need. Hours may change frequently and may include evening and weekend work.

EDUCATION, EXPERIENCE AND TRAINING: Must be a student of an accredited university pursuing a bachelors or masters degree in Recreation, Leisure Services or other related fields. All the necessary requirements must be met with respective college or university to be eligible.

TO APPLY: Please submit a completed resume, cover letter and list of references to Mike Azzaretto at mazzaretto@obparks.org. Applicants can also mail their application materials to the Family Recreation Center, 1450 Forest Gate Rd. Oak Brook, IL. 60523 ATTN: Mike Azzaretto.

The Oak Brook Park District is an Equal Opportunity Employer.