



Summer Intern

Lan-Oak Park District

Contact Name: Sharon Desjardins

Contact E-mail: sdesjardins@lanoakparkdistrict.org

Contact Phone: 7084748552

Closing Date:

Salary: \$12.00-\$14.00 hr

Description:

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The Lan-Oak Park District is seeking highly motivated, energetic Park & Recreation, Sports Management, or Event Management students looking to complete an internship. Under the supervision of the Recreation Supervisor, the Recreation Intern position will have a strong emphasis on summer camps while assisting with programs, projects, and events to receive an all-encompassing experience. This may include but is not limited to athletics, aquatics, special events (Community Garage Sale, Movies in the Park, 4th of July event, etc.), senior programming, general recreation, general administration, budgeting, and marketing.

Hours: Primary hours are Monday-Friday 8:00 AM and 4:00 PM with occasional evenings and weekends (for programs and special events) from Late May through Mid-August. Can be adjusted to fit internship credit guidelines.

Salary: \$12.00 - \$14.00 / hour DOQ

Interns may utilize the Park District's Fitness Center and open gym at no charge for the duration of the Internship.

Duties include:

- Camps

- o Act as the Summer Camp Site Leader for Camp Wewannago
- o Assist with staff orientation and training for counselors
- o Responsible for the well-being, safety, and care of children and youth attending programs
- o Responsible for ensuring counselors have all supplies needed and assure counselors and campers transition to the next activity effectively
- o Responsible for ensuring all materials are put away and areas used are clean
- o Responsible for creating a fun and energetic environment for the program participants on a daily basis
- o Report all accidents and incidents promptly to Recreation Supervisor
- o Instruct and/or fill in as a sub for camps as needed

- In-office

- o Learn registration software system and assist with participant registrations, facility reservations, and general inquiries
- o Establish and maintain a positive working relationship with residents, customers, and co-workers
- o Assist with planning and implementation of park programs and special events
- o Support the marketing and promotion of the Park District along with all programming, facilities, and special events through various marketing strategies
- o Implementation or creation of a concept of one new program as part of seasonal offerings
- o Perform miscellaneous job-related duties as assigned

Qualifications/Requirements:

- Be currently enrolled, or a recent graduate of a university or junior college pursuing or having completed a degree in Parks & Recreation, Youth Programming, Sports Management, Social Work or similar field.
- Have an interest in park and recreation in general and a willingness to learn the broader scope of services provided by park programs;
- Self-motivated with a mature, professional, and positive attitude.
- Ability to work as a team member and collaborate effectively with others;
- Must be able to respectfully and effectively communicate with fellow staff, program participants, and facility users of all ages.
- Ability to understand and follow oral and written instructions
- Must have good verbal and written communication skills and be able to demonstrate excellent customer service skills.
- Must have physical ability to accomplish job tasks and be able to work outdoors as required.
- Must have current CPR / AED and First Aid certification (or be able to attend Lan-Oak Park District training to become certified).
- Completion of a post-offer background check

Closing Date: April 25

Lan-Oak Park District provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.

Interested candidates should submit an application and cover letter to Jessica Hernandez, Recreation Supervisor, jhernandez@lanoakparkdistrict.org or drop off at the Lan-Oak Park District, 2550 178th Street, Lansing, IL, 60437. Visit Lan-Oak Park District | Jobs (lanoakparkdistrict.org) for an application