



Parks Intern

Roselle Park District

Contact Name: Christy Bathje
Contact E-mail: cbathje@rparks.org
Contact Phone: 630-994-4589
Closing Date:
Salary: \$16-\$18/hour DOQ

Description:

Are you up for the challenge? Join our growing team!

The Roselle Park District offers a friendly, small-town feel which is great for families

- Do you like a job that has variety – not the same thing every day?
- Do you like being challenged by trying new tasks?
- Are you good with people?

Roselle Park District has an excellent opportunity for a qualified candidate to gain first-hand experience within the District's full range of programs and services.

This internship position reports directly to the Superintendent of Parks and Facilities. Intern will be expected to work a 25-30 hour workweek and be paid on a biweekly basis.

25-30 hours/week; Monday-Friday 7am-12pm
\$16-\$18/hour DOQ

QUALIFICATIONS & SKILLS

- Currently enrolled in an Arboriculture, Horticulture, or Turf Maintenance Program.
- Knowledge of operations, services and activities of grounds and facilities operations and equipment maintenance.
- Knowledge of general maintenance of athletic areas, tennis courts, playgrounds and other facilities of the District.
- Two years of responsible experience in a park agency, landscaping business, golf course, nursery, school district operations or other applicable work experience related to grounds or facility maintenance operations.
- Valid IL driver's license.

- Successful applicant must be a minimum of 18 years of age.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, any combination of the following tasks:

- Operate as a member of a tree crew while progressively learning new skills.
- Learn to perform all aspects of tree pruning and removal services safely and skillfully for clients. Including but not limited to:
 - - Tree identification and industry pruning guidelines.
 - - Prune, thin, and remove deadwood throughout the tree canopy.
 - - Assist in removal of hazardous trees.
 - - Properly maintain, prepare, and operate all tools and equipment including chainsaws, chippers, aerial lifts, and more.
- Monthly Tree and Arboriculture Inspections for the entire Park District System.
- Using and learning the ArcGIS Tree Tracking Software. Assist with the maintenance and preparation of athletic fields, including mowing, edging, lining, aeration, fertilization, and overseeding.
- Perform routine turf care practices to ensure safe, high-quality playing surfaces.
- Assist with infield skin maintenance, including dragging, raking, watering, and clay repair.
- Help prepare fields for games, practices, tournaments, and special events, including setup and breakdown.
- Operate and maintain turf maintenance equipment such as mowers, trimmers, blowers, and utility vehicles under supervision.
- Assist with irrigation system operation, inspection, and basic repairs.
- Monitor turf conditions and report issues such as pests, disease, drainage problems, or safety hazards to supervisors.
- Perform general park and facility maintenance tasks, including litter removal and minor landscaping duties.
- Follow all safety procedures, policies, and proper use of personal protective equipment (PPE).
- Work outdoors in varying weather conditions and perform physically demanding tasks, including lifting, bending, and prolonged standing or walking.
- Interact professionally with staff, coaches, and the public while representing the Park District.
- Support special projects and other duties as assigned by the Turf or Parks Maintenance staff.

Interns may utilize the Park District's Fitness Center and open-gym at no charge and will receive an individual pool pass at no charge for the duration of the Internship.

The Roselle Park District operates and manages over 158 acres of land in 16 parks, and offers approximately 276 recreational and seasonal programs. We provide a full range of activities and services year-round. Major recreation programs include athletics, music, cultural arts, dance, day camps, fitness, preschool, outdoor recreation, trips, and special events.

Roselle 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.