



## Summer Recreation Intern

Elk Grove Park District

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**Closing Date:**

**Salary:** Starting at \$15.00 per hour

### Description:

Please apply online at <https://elkgroveparks.bamboohr.com/careers/301>

### JOB SUMMARY

The Leisure Service Intern's primary duty is to assist all Park District staff in pursuit of professional experience. The Leisure Services Intern is responsible for performing the essential functions as outlined in this analysis. The Leisure Services Intern is a part-time employee whose work week may exceed 40 hours and will include evenings or weekends.

### ESSENTIAL JOB FUNCTIONS

- Assist with programming in a variety of areas including but not limited to; preschool, seniors, youth and teen programs, fitness, rentals, athletics, camps, aquatics and cultural arts.
- Work closely with managers/supervisors in the planning and implementation of programs.
- Extensive public relations including: parent questions, suggestions and complaints. Answer any questions that the public may have.
- Complete a finance/budget project, if assigned.
- Assist with staff training (varies with season of internship).
- Preparation of occasional reports and statistics for the assigned Intern Supervisor.
- Participate in evaluation of programs.
- Complete university requirements of internship in a timely manner, all written reports must be reviewed by the assigned Intern Supervisor before submitted to the University.
- Assist with marketing, public relations and promotion of programs and other events.
- Must take proper safety precautions. Should be aware of potential and existing hazards on the job and attempt to eliminate them.
- Assist with special events and projects.
- Responsible for utilizing all learning opportunities presented, big or small.
- Work with all departments including: Parks, Business Services and Marketing and Communications.
- Acquaint yourself with various forms: check requests, purchase orders, independent contractor agreements, time sheets, etc.
- Attend all Leisure Services Team Meetings and other meetings as assigned.
- Other duties as assigned by the Intern Supervisor.

## **OTHER JOB FUNCTIONS**

- Physical set-up for recreational programs/events/rentals/etc.
- Must resolve differences and problems that arise with patrons and employees.
- Responsible for safe and well organized programs

## **SPECIAL CONSIDERATIONS**

- Must possess good safety awareness and use good judgment.
- Must communicate well and possess strong creative speaking and writing abilities.
- May be required to work in climates of 86 degrees or higher with high humidity.
- May be exposed to all weather conditions including extreme hot or cold.
- May be required to lift items up to 50 pounds in weight and respond to safety concerns quickly and accurately.
- May also have to work under stressful situations when first aid or CPR is required.

## **EDUCATION AND EXPERIENCE**

- Certifications in CPR and First Aid preferred.
- Must possess a valid driver's license with no license revocations or suspensions within the last 3 years.
- Coursework for a Bachelor's degree in Recreation or similar field completed and internship fulfills graduation requirement.
- Varied experiences in recreation, fitness, leisure, or education preferred for this position.

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits