



Job Description: 2016 Winter/Spring Recreation Intern

Department: Recreation

Immediate Supervisor: Recreation Coordinator

JOB SUMMARY

Collinsville Area Recreation District offers an internship program for students working towards a degree in the field of parks and recreation. Interns will gain a multitude of experience working with programs, special events, marketing, and staff management.

SPECIFIC DUTIES

- Work closely with the Recreation Coordinator to create and implement new programs and events for the park district.
- Assist in supervision of program and event staff.
- Observe and participate in different departments and areas of the park district operations.
- Communicate effectively with multiple departments to meet goals.
- Evaluate programs and events.
- Keep program supplies and facility space clean, organized, and safe while reporting any issues to supervisor and/or maintenance.
- Complete all duties as assigned by supervisor(s).

QUALIFICATIONS

- Must be working towards a bachelor's degree in Recreation, Parks, Leisure or a similar field and have completed one full year.
- Must possess a valid driver's license.
- Ability to handle and prioritize multiple assignments.
- Ability to understand and carry out instruction efficiently and effectively.
- Ability to assess and solve problems in a timely, safe manner.
- Ability to communicate openly, effectively, and professionally at all times.
- Must pass a background check.

The hours of this position can vary to meet the interns school requirements. This is an unpaid internship.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.