DES MOINES PARKS & RECREATION INTERNSHIP

The City of Des Moines is seeking highly motivated, energetic Parks & Recreation or Sports Management students to complete internships with the City’s Parks and Recreation Department. Des Moines is an ever changing and evolving community of over 200,000 people. As the capital of Iowa, it is at the center of progress and leadership in the state. Located in Central Iowa, Des Moines is easily accessible and within just a few hours of almost any other city in the state. Des Moines Parks and Recreation is a National Recreation and Park Association (NRPA) Gold Medal Finalist with a wide range of programs and services that are sure to include something for all aspiring recreation professionals.

Each internship with the City of Des Moines will be specific to a certain area of the Parks and Recreation Department. Areas may vary depending upon interest, but could include: Athletics, Aquatics and Special Events. These positions are designed for direct interaction with summer programming and will run for 12 weeks of the summer. Dates will be from May 20 through August 10, 2017. An intern must complete a minimum of 35 hours per week which may include days, nights and weekends.

Duties and Responsibilities:
These will vary by functional area within the department. Students can expect the following experiences regardless of functional tract:
• Work closely with professional staff on special projects, including but not limited to: project management, tournament/event management, staff/program scheduling, program evaluations, and goal setting.
• Monitor and maintain the implementation of one new program as part of seasonal offerings.
• Produce a final report and presentation about the experience. Based on observations and experiences, this report should include a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and recommendations for improvement.

Organization’s Goals for the Internship:
• Connecting students who exhibit passion for parks and recreation programming with an opportunity to enhance the operation of our department.
• Provide a creative opportunity for contributions to the current season and future planning.
• Develop students with a wide range of park and recreation interests that ultimately feels more connected to all areas of park and recreation programming.
• Apply strategies to integrate students into the organization to allow for maximum inclusion and productivity.
• Ensure the development of students for the continued future growth and quality of the parks and recreation workforce.

Qualifications: Successful candidate must be working toward a bachelor’s or graduate degree and be receiving credit for their experience, with a minimum overall GPA of 3.00. All applications will be considered; however, preference will be given to current students of Parks & Recreation, Sports Management or a related field. Candidate must have an interest in parks and recreation in general and a willingness to learn the broader scope of services provided by city programs. Must have transportation to and from assigned facilities and be able to lift up to 50 pounds.

Application Instructions: Interested individuals must submit a cover letter and resume via email to Recreation Manager, Matt Kalcevich at mkkalcevich@dmgov.org no later than Friday, January 20, 2017.

Website: www.dmparks.org