DES MOINES PARKS & RECREATION INTERNSHIP

The City of Des Moines is seeking highly motivated, energetic Parks & Recreation or Sports Management students looking to complete an internship with the City's Parks and Recreation Department. Des Moines is an ever changing and evolving community of over 215,000 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 include exposure to multiple areas of the Parks and Recreation Department. Areas of focus can vary depending upon interest, but will include include: Athletics, Aquatics and Special Events. These positions are designed for direct interaction with summer programming and will run for approximately 11 weeks. Ideal candidates will be able to serve from around May 21 through August 6, 2018. An intern should be able to work a minimum of 15 hours a week with the potential maximum of up to 37 hours per week. This may include days, nights and weekends. Despite being an unpaid position this is an experience with a tremendous amount of value and experience in the field.

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.
• Implementation of one new program as part of seasonal offerings.
• Produce a final report and presentation about their experience based on their direct observations and 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 who ultimately feel 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 2.5. 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 work locations 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, March 23, 2018.

Website: www.dmparks.org