Fort Dodge Parks and Recreation Department - Internship

The City of Fort Dodge is seeking a highly motivated and energetic individual for the summer 2018 Parks and Recreation Intern position. This internship has standard job duties that are mandatory for the position, although internships can be tailored specifically for the intern.

Fort Dodge Parks and Recreation Department hosts 3 high school sport championships, one of the state’s largest municipal aquatic centers, a beautifully manicured 18-hole golf course, an eleven field sports complex, numerous exciting leagues/special events and much more!

Our belief about internships is to provide a comprehensive and meaningful experience that provides the student an opportunity to learn through “real world” situations. We expect an intern to complete a minimum of 40 hours a week that encompasses days and nights, as well as some weekends. Interns will be paid a stipend, which will be determined at the start of the internship.

Job Duties Can include but not limited to –

- Assist with recreation programs (planning, marketing, scheduling, supervision and customer/program evaluations). Programming includes preschool, youth and adult activities; youth sport leagues, mini camps, sport clinics and special events (dances, live music concerts, outdoor movies, etc).

- Assist as needed in the office; developing phone etiquette, program financials, answering customer inquiries, using ActiveNet (online membership and registration system).

- Assist with promotion of department programs and activities including: email/text updates, design program fliers, and assist with developing seasonal program guide.

- Review revenue and expenditure budget procedures, fundraising programs/procedures and other administrative duties.

- Assist with personnel functions (hiring, training, payroll, supervision, volunteer coach recruitment, scheduling, evaluation and seasonal terminations).

- Assist with park maintenance, turf maintenance, landscaping and beautification, playground safety inspections, aquatic maintenance, facility management, etc.

Applying for the Position: Individuals interested should send a cover letter and resume to:

Fort Dodge Parks and Recreation Department
Attn: Erin Habben
617 Central Ave
Fort Dodge, IA 50501
515-573-3429
ehabben@fortdodgeiowa.org

Application packets must be received by April 1, 2018.
Website: www.fortdodgeiowa.org/parks