Waukegan Park District

Recreation Intern – Youth & Adult Athletics

**Job Title:**
Recreation Intern – Youth & Adult Athletics

**Location:**
Field House Sports, Fitness and Aquatics Center

**Status of Employment:**
Seasonal, Non-Exempt

**Compensation:**
$8.25 per hour

**General Statement of Duties:**
Assist with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis on sports and fitness activities.

**Description / Duties:**
The Waukegan Park District is offering an internship to students working towards a degree within the field of parks and recreation. The internship will provide a well-rounded experience to an enthusiastic and highly motivated individual. Candidate must be a student of an accredited university pursuing a Bachelors or Master’s degree in Recreation, Leisure Services, or a related field. All necessary requirements must be met with respective college or university to be eligible. A valid driver’s license is also required. Housing is provided for the entire time of the internship on a first come first served basis. Applicant must have personal transportation. Applicants are encouraged to apply early. Essential duties include but are not limited to the following:

- Assist with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis on sports and fitness activities.
- Provide direct leadership and supervision to all assigned recreation programs and services.
- Provide developmentally appropriate activities that meet the needs and interests of participants.
- Assist in the development and implementation of specific program details consistent with recreation marketing strategy.
- Assist in the development and implementation of a marketing strategy for recreation programs, services, and facilities consisting of appropriate pricing and promotional efforts.
- Assist staff and volunteers in the performance of their duties.
- Participate and become involved in organizations and/or community meetings whose purpose will be of benefit to the park district operation.
- Serve on in-house committees.
- Attend seminars and training workshops.
- Transport program participants and supplies via park district vehicles.
- Perform other duties as assigned.

**Qualifications:**
- **Education:** Registered as a student at a four-year university. Meet university requirements for student internship status. Majoring in Recreation Administration, Therapeutic Recreation, Sports Management, Social Work, or related field.
- **Experience:** Minimum six (6) months experience in a recreational setting, preferably in a recreation department, school district, social services agency or non-profit organization. May be obtained through a combination of volunteer, seasonal, part time, or temporary positions. Has acquired necessary special competencies in the field of specialization for doing fieldwork. Must have completed all university requirements for internship placement.
**Knowledge:**
General knowledge of recreation, parks and leisure service field.
General knowledge of recreation principles and philosophy within specific area of responsibility.
Specific knowledge of recreation programs and services for assigned area of responsibility.

**License / Certification:**
Valid driver's license, CPR, AED and First Aid.

**Hours:**
Candidates should be prepared to work 40 hours per week: Weekdays and Weekends are required with various evening hours. 14-16 week internship.

**Conditions of Employment:**
- Must submit to a reference check/ employment verification.
- Submit to a state criminal background check.
- Must submit proof of date of birth.
- Submit to random, reasonable cause, and post-accident drug and alcohol testing.
- Submit to pre-employment drug test.
- Submit to TB test.
- Provide verification of education.
- Copy of driver's license.
- Provide driver's abstract.

**Contact:**
Brett Pomeroy
Recreation Specialist, Adult Athletics
Recreation Department
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**Application Procedure:**
Apply online at
http://www.applitrack.com/waukeganparks/OnlineApp/