Job Title: Assistant Recreation Director with emphasis on social media and community engagement

Internship Organization: City of Tiffin, Iowa

Number of Openings: Two internships are available for: Fall Semester 2020

Is this a paid internship? No

Hours per Week: 20 - 40 depending on your needs

Recreation Intern—Part-time. City of Tiffin, IA (pop. 3,900). This is an unpaid internship position that is designed to fulfill internship requirements for students pursuing degree’s in Recreation or similar fields. Internships will be designed to fulfill the specific needs or your institution and/or program.

General Information
Individuals to assist with designing, equipping, and supporting a variety of programs in adult, youth and senior recreational activities. Must be able to work a flexible schedule to include full-time and/or part-time hours. Work hours will vary and may include days, evenings, weekends, holidays and split shifts. High priority placed on dependability, responsibility and ability to interact well with all ages of the public in a workplace setting. Must be able to pass criminal background check.

Brief Description of Duties
Duties and Responsibilities
- Assist staff and/or instruct recreation activities as needed.
- Interact with staff, participants and parents as needed.
- Coordinate recreation programs & Special events.
- Work in the Parks & Recreation office as needed.

Minimum/Preferred Qualifications
Minimum Qualifications
- Must be 18 years of age or older.
- Must have Experience or Education in Parks & Recreation or similar field.
- Must have computer experience.
- Must be able to pass a criminal background check.

To Apply: Email resume and cover letter to: fhaege@tiffin-iowa.org subject “Recreation Internship” or mail to City Hall at 300 Railroad Street, Tiffin, IA. For more information call 319-545-2572. EOE