



Job Title:	Recreation Intern, Unpaid		
Department:	Recreation	Reports To:	Recreation Director
Hours:	Varied, based on needs	Travel Required:	Yes
Job Description			
<p>SUMMARY</p> <p>The Blue Island Park District is seeking applicants for the position of Recreation Intern for the Recreation Department for students pursuing a degree in Recreation, Leisure Studies, or related field. All necessary university or college requirements must be met to be eligible. The Blue Island Park District will be willing to accommodate your school's requirements for an internship if applicable.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>Under the direction of the Recreation Director, this internship will give a broad range of experience in all areas of recreation, included but not limited to administration, marketing, recreation programs that include early childhood, youth, teen, adult, & senior recreation programming, athletics, and special events. Other duties are as followed:</p> <ul style="list-style-type: none"> • The ideal candidate will be able to develop relationships with families, businesses, and organizations within the community. • Maintain records, written and/or computerized, of all recreation program related activities. • Perform administrative work such as creating flyers, making phone calls, developing evaluations, and helping with special events. • Maintains inventory of equipment and supplies. • Participate in programs or events. • Assists in maintaining and scheduling athletic programs such as basketball, softball, and soccer. • Observes and evaluates special events, practices, and games for quality of competition, proper use of equipment and facilities and for sportsmanship. • Other duties may be assigned as dictated by operational necessity. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be either currently attending or a recent graduate with a major in recreation, exercise science, kinesiology, or a related field. • Proficient in use of a computer and computer programs such as Microsoft Office and a web-based program/facility scheduling system (such as RecTrac) a plus. • Candidate must have a valid driver's license. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Ability to maintain a clean and safe workplace. • Superior customer service skills. • Excellent interpersonal and solves problems cooperatively while conveying a positive attitude to others. • Clear and concise skill sets in organization and attention to detail. • The ability to carry out instructions effectively and efficiently and able to meet production deadlines in a timely and punctual manner. <p>ADDITIONAL NOTES</p> <p><i>Typical hours are Monday thru Friday 9 A.M. – 5:00 P.M. Weeknights and weekends required as needed. 10-40 hours a week depending on needs of internship.</i></p>			