



Parks & Recreation Internship Job Description

JOB SUMMARY

Under the supervision of the Programming Coordinator, Interns will provide assistance with the assessment, planning, implementation, and evaluation of sports and recreation activities for people of all ages and abilities. Specific duties are discussed in interviews but may include the following: facilitating and/or instructing recreational activities, assisting with public marketing events/festivals, and working on projects in general program/office administration. Interns may also assist in operation of a public golf course and aquatic center.

A primary function of this job is to ensure that each visitor/customer/participant receives the highest caliber service.

LOCATION: 2000 Broadway Street, Suite 221, Clarksville, IN 47129 | 812-283-5313

SUPERVISOR: Programming Coordinator

RESPONSIBILITIES:

- Assist in assessing, planning, implementing, and evaluating recreation activities, as listed above.
- Assist with preparing site and equipment for activity with proper clean up at the end of each activity.
- Inform Programming Coordinator of any program delivery issues or concerns, equipment concerns or equipment maintenance needs.
- Attend required program staff meetings and trainings.
- Enforce program policies and procedures.
- Wear issued uniform and adhere to dress code.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, and volunteers.
- All other duties as specified.

QUALIFICATIONS:

- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Completion of a background check & possession of a valid driver's license.
- Able to lift up to 50 lbs.
- Must be currently enrolled and taking classes in an accredited college or university, with the intent of obtaining a degree in Parks & Recreation, Sports/Facility Management, or a related field.

HOURS AND COMPENSATION:

Interns are expected to work between 10-20 hours per week on programs and projects during normal office hours (8:30am – 4:30pm | Monday – Friday), with frequent weekend and evening programs/events. **This is a PAID INTERNSHIP with a pay rate of \$10.00 per hour.**

HOW TO APPLY:

1. Complete and submit the internship application.
2. Attach a current resume related to the position for which you are applying.
3. Include up-to-date college transcripts (copies are acceptable).
4. Include two letters of reference/recommendation.
5. Length of the internship will be determined based on your College/University requirements.
6. Deadlines for submitting applications will be as follows.
 - July 17 Fall Internship (September-December)
 - October 1 Winter/Spring Internship (January-May)
7. Whenever possible, applicants will receive an in-person interview; however, if location or other circumstances prohibit an in-person interview, a phone interview will be conducted.

You will be notified once you have been accepted for a position as an intern.

ALL INFORMATION SHOULD BE SENT TO:

Ken Conklin
Clarksville Parks & Recreation
2000 Broadway Street, Suite 221
Clarksville, IN 47129
Phone: (812) 283-5313
Fax: (812) 288-1380
E-mail: kconklin@clarksvilleparks.com