



## **The Park District of Oak Park**

***In partnership with the community, we provide quality parks and recreation experiences for the residents of Oak Park***

### **Job Description**

<b>Job Title:</b>	Intern
<b>Department:</b>	Recreation
<b>Location:</b>	Various parks and facilities throughout the Community
<b>Reports to:</b>	Assistant Superintendent(s) of Recreation (Programming & Revenue Facilities)

#### **Job Purpose**

The Park District of Oak Park offers a quality internship program to students working toward a degree within the field of parks and recreation. The internship will provide a comprehensive experience of district operations within administration, programming, staff management, facility management, camps, aquatics & rink (seasonal), special events, marketing and maintenance.

Students must provide learning objectives and approved work study plan from the university / college.

#### **Essential Functions**

- Visit, observe and participate in different phases of the agency facilities, programs and operations
- Provide excellent customer service and maintain a positive public image by addressing questions and concerns from staff, patrons, participants, and parents immediately
- Keep program supplies, equipment, and facility space clean, organized, and safe. Report maintenance needs to supervisor; follow-up on status with supervisor and/or maintenance supervisor. Identify and observe equipment daily for possible maintenance needs and adjustments
- Evaluate each meeting or activity that has been planned or conducted
- Plan thoroughly in advance of all assignments
- Communicate openly, honestly and professionally at all times
- Wear a PDOP staff shirt and identification during all work hours
- Directly assist with events, programs and facility operations
- Complete all duties as assigned by supervisor(s)
- Final session report to be presented to Park Administration and or lay leadership prior to completion of internship

## Knowledge, Skill, and Work Experience

- Must possess a valid driver's license
- Currently working towards a bachelor's degree or post degree from an accredited college or university in Recreation, Leisure Services, or a related field.
- Must be organized and able to coordinate multiple activities taking place at multiple locations
- Must have the ability to assess and solve problems as they arise; and be able to perform tasks without constant direct supervision
- Knowledge, experience and proficiency in Microsoft Office and computer applications. Knowledge of RecTrac Parks and Recreation Management Software recommended

## Cognitive Considerations

- Ability to work independently without constant supervision
- Ability to present written and verbal ideas and recommendations in a concise manner
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material
- Ability to operate assigned equipment
- Ability to effectively interact and communicate well with others
- Ability to interpret and explain District policies and procedures
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility
- Ability to resolve conflict safely, calmly and effectively

## Physical Considerations

- Frequent walking, running, standing, reaching, bending
- Must be able to lift up to 35 lbs

## Environmental Considerations

Will be exposed to occasional inclement weather including heat, humidity, cold, rain, snow, ice and wind

## Hours and Compensation

- Exact hours for Intern will vary depending on weekly activities and special events. Intern will work approximately 35 hours per week and will include nights, holidays and weekend hours
- \$275 per week stipend (specific numbers of weeks to be determined with submission of resume)
- *The Park District of Oak Park Intern program does not guarantee continued employment.*

Resumes for summer 2012 Internship should be sent to [stevend@oakparkparks.com](mailto:stevend@oakparkparks.com) or 218 Madison Street Oak Park, IL 60302.