
Student Intern-Parks and Recreation

Job Description

The internship will include experience in all areas within the field of parks and recreation. Under the supervision of the Director of Recreation and guidance of the Deputy Director of Recreation, the student intern will be exposed to a variety of skills, facilities and experiences. The student intern will serve as a positive representative of the New Lenox Community Park District and expected to embrace all learning opportunities that they are exposed to. Work will be reviewed for overall soundness in practice and conformance with general goals and policies.

Qualifications

Must be a current student of an accredited university pursuing a bachelor's degree in parks and recreation or related field. Student Intern shall be enrolled in school and participating in the internship for academic requirements and/credits. Must have a valid Illinois driver's license.

General Responsibilities

This person's duties shall include, but not be limited to:

- Visit, observe and participate in different phases of the agencies operations
- Learn to supervise, plan, organize and coordinate new and existing programs
- Show initiative and creativeness and make constructive suggestions or proposals
- Plan thoroughly and in advance of all assignments
- Gain knowledge of the budget process
- Introduction to district's multiple software systems
- Attend meetings as assigned
- Supervise and coordinate a special event
- Introduction in the planning process of the program catalog
- Become familiar with information regarding policies and procedures
- Communicate directly, openly and professionally at all times