

Outreach and Wellness Intern

The purpose of the Outreach and Wellness Intern position is to assist the Outreach and Wellness department with program and services development, participant communications, and short- or long-term planning for the department. Interns will promote the mission and values of Urbana Park District at district events and in the office.



Qualifications

- Preferred: Pursuing a degree in Recreation, Public/Community Health, Exercise Science, Wellness Health Promotion, or related field
- Possess an interest in the outreach and wellness fields
- Good written and verbal communication skills, including ability to deliver presentations
- Must possess good organizational skills and be efficient in multitasking
- Ability to work independently and in a group setting
- Ability to work in a dynamic, changing, and diverse environment

Essential Duties/Job Responsibilities

- Work closely with the Outreach and Wellness Coordinator on a variety of programs as a team member and a supervisor
- Assist in evaluation and record keeping for programs and events
- Develop and pitch ideas for new outreach and wellness programs and events
- Work alongside O&W Coordinator to understand budgeting for current staffing and programs
- Contribute to the marketing of all outreach and wellness programs and services through e-mail, newsletters, tabling, website updates, and social media
- Develop and distribute the monthly Outreach and Wellness Newsletter alongside the UrVANA Supervisor
- Assist in the coordination of District-wide special events related to outreach and wellness
- Assist in planning and implementation of programming through UrVANA mobile recreation program
- Administrative work as needed; assist outreach and wellness staff with general day-to-day duties of the office
- Attend all regularly scheduled office hours and meetings
- Other responsibilities as agreed upon by the Outreach and Wellness Coordinator, Outreach and Wellness Manager, or Superintendent of Recreation

Physical Effort and Work Environment

- Ability to move quickly
- Carry objects up to 30 pounds
- Stand/Walk for long periods of time
- Moving/Lifting equipment
- Ability to work outside in rain, cold or heat
- Exerting sustained physical effort including; bending, reaching, crouching/kneeling, and pushing/pulling/lifting/carrying objects

Supervision/Compensation

- Direct report is to the Outreach and Wellness Coordinator for the Urbana Park District
- This is a paid internship (\$50/week). To reach the required number of hours for the experience, interns typically work 15-30 hours each week.
- This is a one semester internship opportunity

Applicants must pass a background check prior to employment.

