

Athletics Internship

The purpose of the Athletics Intern position is to assist the Athletics department with development, communications and planning for operation and implementation of programs, events, and services provided by the Urbana Park District which may be related to youth sport and adult sport programs. Interns will promote the mission of the Urbana Park District in action and spirit.

Qualifications:

- Pursuing a degree in Recreation or Sport Management, Kinesiology, Wellness Health Promotion, or related recreation/health field
- Possess an interest in the athletics field.
- Good written and verbal communication skills, including ability to deliver presentations.
- Must possess good organizational skills and be efficient in multitasking.
- Must possess a valid driver's license.
- 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 Athletics Supervisor and Athletics Coordinator on program supervision, as well as program and instructor evaluation.
- Assist in developing ideas for new Athletics programming, events, and leagues.
- Work with the Department budget and gain understanding of program worksheets and overall budget preparation.
- Assist in researching and evaluating new Athletics opportunities within the community.
- Contribute to the marketing of all Athletics programming and services through e-mail, newsletter articles, pamphlets, and social media.
- Assist in the coordination of District-wide special events programming related to Athletics.
- Administrative work as needed; Assist Athletics staff with day-to-day duties of the office.
- Attend all regularly scheduled office hours and meetings.
- Other responsibilities as agreed upon by the Athletics Supervisor and Athletics Coordinator or Superintendent of Recreation.

Physical Effort and Work Environment:

- Ability to move quickly.
- Ability to move, lift, and carry objects up to 50 pounds.
- Exerting sustained physical effort including; bending, reaching, crouching/kneeling, and pushing/pulling/lifting/carrying objects
- Ability to stand/walk for long periods of time.
- Ability to work outside in rain, cold or heat within reason.

Supervision/Compensation:

- Direct report is to the Athletics Coordinator for the Urbana Park District. Additional responsibility from the Athletics Supervisor.
- This is an unpaid internship but offers a stipend (\$50/week). Hours required vary, but may include up to 40 hours per week.
- This is a one semester or summer internship opportunity.

Applicants must pass a background check prior to employment as required by the State of Illinois