



Community Program Intern

The purpose of the Community Program Intern position is to assist the Community Program division 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 camps and afterschool programs, events, and other community wide programs. Interns will promote the mission of the Urbana Park District in action and spirit.

Qualifications

- Pursuing a degree in Recreation, Sport & Tourism, Childcare Development, Community Health, or related recreation field
- Possess an interest in childcare development
- Good written and verbal communication skills
- 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
- Ability to work closely with people of all ages, specifically children

Essential Duties/Job Responsibilities

- Work closely with Community Program Assistant, Community Program Coordinator, and Community Program Manager on program supervision, as well as program and project planning
- Assist in developing ideas for new community programs and events
- Work within the division budget and gain understanding of program worksheets and overall budget preparation
- Contribute to the marketing of all community programs and services through e-mail, newsletter articles, pamphlets, table events, website updates, and social media
- Assist in the coordination of District-wide special events programming related to community programs
- Administrative work as needed, and assist community program 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 Community Program Assistant, Community Program Coordinator, Community Program Manager, or Superintendent of Recreation



 You *belong* here.

Phillips Recreation Center / 505 W Stoughton / Urbana, IL 61801
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Physical Effort and Work Environment

- Ability to move quickly
- Carry objects up to 50 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 Community Program Coordinator for the Urbana Park District
- Additional responsibility to the Community Program Assistant
- This is an unpaid internship but offers a stipend (\$50/week). Hours vary between 25-30 hours a week. More paid or unpaid hours may be available upon request
- 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.