

## Seasonal Intern

Under the supervision of the Parks and Recreation Director and/or Assistant Director, the intern will be involved in all aspects of the Parks and Recreation Department. The internship will provide a student with a well-rounded experience by introducing various programming/event areas and duties. The intern will be exposed to multiple areas of the department including marketing, program/event development, general duties of operating the parks, administrative duties and other duties as assigned. The intern will have an opportunity to assist with planning, implementing, and organizing community programs/events.

Working hours will amount to approximately 37 to 40 hours per week, typically Monday through Friday, 8:30 AM – 4:30 PM, with some instances requiring evenings and weekends.

The intern must be an undergraduate or graduate student currently enrolled in one of the following programs at a college or university: parks and recreation, natural resource management, sports management, event planning, or a related field.

### Roles and Responsibilities

Work a flexible schedule that includes some nights and weekends.

Provide excellent customer service

Work effectively with all ages and demographics

Assist with planning and implementing recreation programs/events

Assist with general office duties

Demonstrate strong written and oral communication skills

Work independently and closely with all the department staff

### Miscellaneous Information

Required Clearances: Federal Criminal History Record, Pennsylvania State Criminal Record Check, Pennsylvania Child Abuse History Clearance