



**Job Title: Sport & Recreation Intern**

**Williston Parks & Recreation**

**Salary Range: \$10-15/hr + other earning opportunities @ WPRD**

**Supervisor: Recreation Manager**

As the Sport & Recreation Intern, you will work directly with the Recreation department in all stages of The Williston Parks & Recreations District's recreation efforts, through creative ideas and innovative strategies. Your primary responsibilities would include a variety of professional and administrative work in planning, developing, scheduling, directing, promoting, and implementing summer parks & recreation programs to include: Youth & Adult Sports, Legion/Babe Ruth/Cal Ripken/Youth Baseball, Tournaments, Family Programming and assisting with other Park and Recreation Activities/Facilities.

This paid summer internship will help you acquire Recreation skills and provide you with real-world knowledge and experiences. By the end of the summer, you will gain a broad experience in management, communication, as well as community relationships, which will help prepare you for any future career you pursue – while having fun!

#### **JOB DUTIES/TASKS**

- Assists with Recreation program planning, event registration, rosters, mailings, and collection of fees for all Recreations programs.
- Communicates internally within the various WPRD departments regarding program operations, facility maintenance and scheduling.
- Assist with tracking and reports of Recreation programs to evaluate consumer satisfaction and increase retention.
- Assist with set-up and tear-down of various events and programs as needed.
- Support the Recreation Staff members with various daily tasks as needed.
- Perform other duties and responsibilities as requested and required.
- Substitutes as program instructor, referee, official or umpire as needed.
- Responsible for league scheduling, updating, and posting of standings on the WPRD website.

#### **Internship Project**

- Create a summer program and/or event for WPRD
- Develop a budget for the program
- Collaborates, communicates, and assists in scheduling use of all facilities and marketing for event
- Assist with acquiring part time staff to help run the event/program
- Collaborate with Recreation Manger and other interns on project

#### **Skills & Requirements**

- At least a college student pursuing a degree in Sport Management, Education, Parks & Recreation or a related major.
- Be passionate about making a difference in the community.
- Effective organizational and interpersonal communication skills
- Evidence of superior written and oral communication skills
- Demonstrated leadership within groups
- Microsoft Word/Excel, and desktop publishing proficiency preferred
- Requires high level of creativity and resourcefulness
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), volunteers, and media
- Requires the ability to set and achieve goals through effective decision-making
- Excellent organizational skills – ability to handle multiple projects, identify priorities, and meet deadlines.
- Motivated team player with capability to work independently, as well as in a collaborative environment.
- Must be able to commit to the Williston Parks and Recreation District for the entire summer season.
- Must be available to work nights and weekends for events/programs and to capture photos.
- Must be comfortable working in an indoor office environment and outdoors for various events/programs.

To be considered for this internship, all candidates must complete a WPRD Application and provide a cover letter & resume.

The Williston Parks and Recreation District's Mission is to have superior parks, facilities, and programs for all to enjoy an active life!