

Parks & Recreation Intern

Jefferson County, West Virginia

Opening for a temporary intern position from May 2010-August 2010 is available at the Jefferson County Community Center in Jefferson County, WV. Submit resume or employment application by April 30, 2010 to:

Jefferson County Parks and Recreation Commission
Sam Michael's Park
235 Sam Michael's Lane
Shenandoah Junction, WV 25442

Phone: 304-728-3207
Fax: 304-728-9746

Position Description:

The Parks & Recreation Intern will assist the County Parks Department Staff by performing work in a variety of areas. The intern will work in all areas of a comprehensive recreation program including office management, customer services, marketing, special events, food/beverage, sport camps, and youth programs. An opportunity will be given for the intern to create market, organize and run a new recreation program or special interest class (Projects are mutually agreed upon.) Flexible hours a must. Will be required to work some evenings/weekends.

Duties & Responsibilities:

- ❖ Customer Service (includes answering phones, accepting program registrations, etc.)
- ❖ May collect, organize, and post information on the Department's Web Site.
- ❖ Marketing and promoting programs, special events and services.
- ❖ Writing and producing publications.
- ❖ Assist with set-up of all programs and activities.
- ❖ Assist with programs, activities, and special events.
- ❖ Perform other duties as assigned.

Required Knowledge, Skills & Abilities:

- ❖ Knowledge of the basic principals of park & program management
- ❖ Understanding of Windows based software including Word, Excel, and Publisher.

Minimum Qualifications:

Any combination of training and experience equivalent to:

- ❖ Two years of college with course work in park planning, facilities management, recreation studies, public administration, or a related field.
- ❖ Strong consideration will be given to students required to complete a professional internship as part of a parks and recreation related program.

Equal Employment Opportunity:

We are an Equal Opportunity Employer. Applicants will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability, as well as other classifications protected by State and Federal Laws.

