

Fort Dodge Parks and Recreation Department - Internship

The City of Fort Dodge is seeking a highly motivated and energetic individual for the summer 2019 Parks and Recreation Intern position. This internship has standard job duties that are mandatory for the position, *although internships can be tailored specifically for the intern.*

Fort Dodge Parks and Recreation Department hosts 3 high school sport championships, one of the state's largest municipal aquatic centers, a beautifully manicured 18-hole golf course, an eleven field sports complex, numerous exciting leagues /special events and much more!

Our belief about internships is to provide a comprehensive and meaningful experience that provides the student an opportunity to learn through "real world" situations. We expect an intern to complete a minimum of 40 hours a week that encompasses days and nights, as well as some weekends. Interns will be paid a \$200/week stipend.

Job Duties Can include but not limited to –

- ✪ Assist with recreation programs (planning, marketing, scheduling, supervision and customer/program evaluations). Programming includes preschool, youth and adult activities; youth sport leagues, mini camps, sport clinics and special events (dances, live music concerts, outdoor movies, etc).
- ✪ Assist as needed in the office; developing phone etiquette, program financials, answering customer inquiries, using ActiveNet (online membership and registration system).
- ✪ Assist with promotion of department programs and activities including: email/text updates, design program fliers, and assist with developing seasonal program guide.
- ✪ Review revenue and expenditure budget procedures, fundraising programs/procedures and other administrative duties.
- ✪ Assist with personnel functions (hiring, training, payroll, supervision, volunteer coach recruitment, scheduling, evaluation and seasonal terminations).
- ✪ Assist with park maintenance, turf maintenance, landscaping and beautification, playground safety inspections, aquatic maintenance, facility management, etc.

Applying for the Position: Individuals interested should apply only at www.fortdodgeiowa.org/parks and send a cover letter and resume to:

Fort Dodge Parks and Recreation Department
Attn: Erin Habben
617 Central Ave
Fort Dodge, IA 50501
515-573-3429
ehabben@fortdodgeiowa.org

Application packets must be received by April 5, 2019.

Website: www.fortdodgeiowa.org/parks

