PARKS & RECREATION INTERNSHIP

WAGE: $10.00/Hour (40 hours per week—up to 16 weeks depending on internship requirement)
OPENING DATE: February 5, 2021
CLOSING DATE: March 26, 2021 (*or open until filled*)
AVAILABILITY: April-September (flexible on start/end dates depending on internship requirement)
REPORTS TO: Recreation & Aquatics Coordinator, Recreation Supervisor, Parks Operation Supervisor

SUMMARY DESCRIPTION:

The City of Marion is seeking a highly motivated and energetic individual for the 2021 Parks and Recreation Intern position. Marion is a progressive and growing community of nearly 40,000 people situated just northeast of Cedar Rapids between Highway 13 and Interstate 380. This internship will be a well-rounded and comprehensive experience for someone looking for a career in Parks and Recreation or related field. We understand all internship requirements are different and we are flexible and will work with you to meet and exceed the needs of your internship experience through your college or university. The selected candidate will gain valuable experience and insight in the areas including, but not limited to programming, special events, concession operations, facility management and supervision, aquatics, customer service, marketing/promotions, ball diamond grooming/prep, and turf maintenance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- ✓ Assist with various recreation programs and special events including, but not limited to: planning, promoting, scheduling, leading, instructing, supervising, and completing reports.
- ✓ Assist with daily office and clerical duties such as: providing excellent customer service, answering phones, completing registrations and facility rentals, accurately collecting monies, answering emails, assembling rosters/schedules/rules, etc.
- ✓ Assist with marketing and communication efforts such as creating fliers/posters, distributing marketing materials, writing press releases, updating social media pages, selecting effective advertising channels for programs and/or events, seeking sponsorship opportunities for future programs and events.
- ✓ Assist with facility supervision and management of the Arts & Environment Center during private rentals.
- ✓ Assist with concession operations at the Lowe Park ball diamonds and/or Marion Municipal Swimming Pool.
- ✓ Assist with the oversight of the equipment rental program.
- ✓ Attend board meetings, staff meetings, trainings, and city council meetings.
- ✓ Develop and plan a unique community special event for future use including (budget, revenues/sponsorships, contacts, photos, etc.).
- ✓ Develop 1-2 new recreation programs for different age segments that are turn-key and ready for future implementation.
- ✓ Assist park maintenance as needed including mowing, trimming, ball diamond grooming and preparation.
- ✓ Exposure to daily/weekly pool operations including chemical testing, backwashing, personnel management, etc.

MINIMUM REQUIREMENTS & SKILLS:

Internship is open to all students enrolled in an accredited college or university and of junior status or greater. All applicants will be considered; however, preference will be given to those individuals studying in the area of sports management, recreation administration, leisure services, physical education, parks and recreation, or a closely related field. Must have a valid driver's license and be willing to work a varying schedule of days, nights, and weekends as scheduled by the internship supervisor.

SUPPLEMENTAL INFORMATION:

To apply applicants must complete a City of Marion job application: CLICK HERE
In addition to the application, interested candidates must also send a cover letter and resume to tireland@cityofmarion.org.