



CITY OF ANKENY IOWA
invites applications for the position of:

Parks & Recreation Internship

SALARY: See Position Description

OPENING DATE: 08/30/21

CLOSING DATE: 10/10/21 11:59 PM

FUNCTION:

The City of Ankeny is seeking a highly motivated, energetic parks and recreation or sports management student to complete an internship with the City's Parks and Recreation Department. Ankeny is a young, vibrant and growing community of over 70,000 people. It is located 15 miles north of Des Moines.

Interns will be involved in all aspects of the Parks and Recreation Department. This position will run 12-14 weeks from date of start, concurrent with the winter/spring semester of 2022. The intern must complete the requisite hours required of the college internship program that may encompass days, nights and weekends when needed. Schedules can be made flexible as appropriate and based upon hours requirements for internship credit.

This is an unpaid internship.

Individuals interested should complete a city employment application online and attach a cover letter and resume no later than Sunday, October 10, 2021. Pre-employment background & drug screen required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist and/or lead the development of recreation, cultural and special event programming.
- Assist with front desk operations and customer service center.
- Work with staff on special projects, including but not limited to: grant writing, fundraising, project management, tournament/event management, program evaluations, and goal setting.
- Develop 3-5 new programs that are "turn-key" and ready for implementation.
- Supervise and train seasonal staff.
- Develop press releases, flyers and other promotional material for distribution.
- Work in a variety of department functions, including: programming, customer service, aquatics, special events, sports complex, and golf course.

ENTRY REQUIREMENTS AND SKILLS:

All applicants will be considered; however, preference will be given to current students of Parks

and Recreation, Sports Management or a related field.

WORKING CONDITIONS:

- Indoor/outdoor settings will vary with task.
- Must be adaptive to all weather conditions.

With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at www.ankenyiowa.gov. The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ankenyiowa.gov>

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Ankeny, IA 50023-1557
515-965-6400

adawson@ankenyiowa.gov

Position #00385
PARKS & RECREATION INTERNSHIP
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