

# City of Center Point



**Title:** Parks & Recreation Intern

**Department:** Parks & Recreation

**Reports to:** Parks & Recreation Director

**Salary:** Monthly Stipend of \$1,200

## **Position Function:**

The Center Point Parks & Recreation Department is seeking two individuals for the 2023 Parks & Recreation Intern Position. Center Point is a growing community of around 2,500 located 15 minutes from Cedar Rapids. This internship is a great opportunity for those interested in pursuing a career in the Parks & Recreation field. The selected candidates will gain a wide range of experiences in the areas of programming, event planning, park maintenance, field prep, customer service, marketing/promotion, concessions operations, and part-time staff supervision.

## **Duties & Responsibilities:**

1. Oversee part-time staff members.
2. Management of the concessions stand.
3. Assist with general maintenance of the parks.
4. Prep ball diamonds for games.
5. Run programs and events for youth and adults.
6. Conduct splashpad chemical checks.
7. Provide excellent customer service.
8. Operate gator, city vehicles, and other equipment as needed.
9. Work with the Director to gain knowledge on budgeting, grant writing, goal setting, and project management.
10. Perform other duties or assume other responsibilities as apparent or assigned.

## **Skills & Abilities:**

1. Exhibit willingness to listen and learn.
2. Display honesty, trustworthiness, dependability, and respectfulness.
3. Ability to work efficiently and safely, with or without direct supervision.
4. Practice effective verbal and written communication with participants, community members, and employees.

## **Qualifications:**

1. Minimum age of 18.
2. Valid drivers license.
3. Pre-employment criminal history check.
4. College experience in Parks & Recreation or a related field is preferred. All applicants will be considered regardless of experience, but preference will be given to those who are currently students of Parks & Recreation or a related field.

## **Physical Requirements & Working Conditions:**

1. Ability to lift, carry, push, and pull up to 50lbs.
2. Ability to walk and stand for long periods of time on different surfaces.
3. Weekend and evening work will be required.
4. Standard work hours will vary from 30 – 40 hours per week during the months of May – August. Start and end date is flexible.

## **How to Apply**

Submit resume, cover letter, and application to Ryan Anderson at [parks-rec@centerpointia.com](mailto:parks-rec@centerpointia.com)

Applications can be found at:

[https://www.centerpointia.com/index.asp?SEC=799E1341-F95E-4C46-93F6-C7EBA9F903FA&Type=B\\_JOB](https://www.centerpointia.com/index.asp?SEC=799E1341-F95E-4C46-93F6-C7EBA9F903FA&Type=B_JOB)