



City of Ely Recreation Intern



The City of Ely is searching for a talented and energetic Summer Intern to join our Parks & Recreation Department for the 2023 season. The Recreation Intern will be responsible for overseeing the youth programs throughout the spring, summer, and early fall months, which include but are not limited to soccer, baseball, introduction to sports and summer camp. The Intern will assist in the planning and implementation of special events including the Summer Camp Out, Ely Open and Fall Fest. They will also be responsible for overseeing concession stand operations. Schedule: 20-40-hour work weeks depending on the month. Must be available to work a varied schedule including mornings, evenings, and occasional weekends. \$11-\$13/hr based on qualifications and experience. Background check required. EOE. Start date May 1, 2023 (flexible).

Responsibilities:

- Provide overall assistance to the Director of Parks & Recreation
- Work closely with the Recreational Assistant
- Oversee and/or lead recreation programs
- Assist in planning and implementation of special events
- Manage concession stand during baseball season and special events
- Develop 3-5 new programs that are "turn-key" and ready for implementation
- Attend monthly Park Board meetings
- Other duties as required or assigned

Knowledge, Skills & Abilities:

- Basic skills for the following sports: soccer, flag football, baseball/tball
- Strong communication skills
- Comfortable working with different populations
- Ability to multitask, problem solve and be self-motivated
- Establish and maintain positive work relationships with participants and co-workers
- Must be comfortable leading/coaching youth programs
- Basic cash handling skills

Education & Experience:

- Minimum 2 years working with youth is required
- Coaching experience preferred
- CPR and First Aid certification preferred
- Current undergraduates in a recreation related field preferred

Basic Requirements/Qualifications:

- Must be 17 years of age or older
- Must possess a driver's license
- Positive attitude, high energy and interest working with youth
- Standing, stooping and bending for long periods of time
- Must be willing to work a flexible schedule to includes mornings, evenings and occasional weekends
- A background check is required

Employment applications may be found at www.elyiowa.com

Applications must be received by 5:00pm on February 28, 2023. Applications may be submitted electronically via email to callie@elyiowa.com or dropped off in person at 1570 Rowley Street, Ely IA 52227 during normal business hours of Monday - Friday 7am - 3pm. For questions, contact 319-848-4103 ex. 2