



PARKS & RECREATION INTERNSHIP

WAGE: \$12.00-\$14.00/hr – up to 12 weeks

OPENING DATE: January 9, 2023

CLOSING DATE: May 13, 2022 (or until filled)

AVAILABILITY: May-August 2023

REPORTS TO: Director, Parks and Recreation

SUMMARY DESCRIPTION

The City of Monticello is seeking a highly motivated and energetic individual for the 2023 Parks and Recreation Intern position. Monticello is a community of just over 4,000 residents and is situated off Highway 151, just 30 minutes from Dubuque and Cedar Rapids. This internship will be a well-rounded and comprehensive experience for someone looking for a career in Parks and Recreation or a 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, marketing/promotions, ball diamond grooming/prep, and parks 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 accurate 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 concession operations at ball diamonds and aquatic center.
- Attend board meetings, staff meetings, trainings, and city council meetings.
- Develop and plan a unique community special event for future use including (budget, revenues, contacts, photos, etc.)
- Develop at least one new recreation program for various age segments that are completely ready for future implementation.
- Assist in 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 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.

APPLICATION INFORMATION

To apply, applicants must send a cover letter, resume, and list of references to joswald@ci.monticello.ia.us.