



CITY OF URBANDALE
invites applications for the position of:
Recreation Intern

SALARY: \$14.00 - \$15.00 Hourly

OPENING DATE: 01/10/23

CLOSING DATE: Continuous

SUMMARY DESCRIPTION:

The City of Urbandale is seeking an individual for the Summer 2023 Parks and Recreation Intern position. Urbandale is a progressive and growing community of over 45,000 people. It is a suburb of Des Moines, located on northwest side, and is nestled between West Des Moines, Clive and Johnston.

We believe the internship should be a well-rounded, comprehensive experience that gives the student an opportunity to learn about all aspects of the recreation/leisure services and parks department. We understand that the intern must complete a minimum of 40 hours/week for 14 weeks (or equivalent). Internship is from mid-May, 2023 through mid-August 2023.

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Develop and implement a special project from beginning to end using all elements of program planning to successfully complete the project.
- Assist as needed in the office developing phone etiquette, filing, record keeping and answering customer inquiries.
- Assist with public relations and promotions of department programs and activities including press releases, coordinating media coverage, developing customer friendly operating procedures, designing program fliers and elements of program marketing and assisting with developing the seasonal program guide.
- Create and implement three new programs, for varying age groups, to be offered in the seasonal program guide.
- Attend board meetings, staff meetings, and council meetings. Review budget procedures, contract management and other administrative duties.
- Assist with personnel functions (hiring, training, payroll, supervision, volunteer recruitment, scheduling and evaluation.)
- Assist with recreation programs (development, coordination, scheduling, supervision and customer satisfaction.) Programming includes preschool, youth and adult social and cultural activities, adult sport leagues, aquatics, senior citizen activities and special events.
- Implement new programs and activities for the staff Wellness program. Attend Wellness Committee meetings, set up agendas, etc. (City and School District Wellness Committees)
- Assist with park maintenance: turf maintenance, landscaping and beautification, aquatic maintenance, etc.

TYPICAL QUALIFICATIONS:

- This internship is open to students pursuing a degree in recreation, leisure services, sports management or related field.
- Must be 21 years of age and have valid driver's license.

For more information, please contact Chris Barkema at (515) 331-6783 or cbarkema@urbandale.org or Mollie Wilhite at (515) 331-6792 or mwilhite@urbandale.org at the Urbandale Parks and Recreation Department, 3600--86th Street, Urbandale, IA 50322.

SUPPLEMENTAL INFORMATION:

There is one (1) opening available for the Summer 2023 internship. Applicants selected will be invited to participate in the oral interview process. Interviews will be held the end of February to the first part of March. However the job posting may remain open until a candidate is selected.

Internship would run approximately Middle of May, 2023 to the Middle of August, 2023.

Post-offer/pre-employment background / motor vehicle report check and drug test are required.

The City of Urbandale is an Equal Opportunity Employer. Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.urbandale.org>

Position #23-Rec Intern-01
RECREATION INTERN
BL

3600 86th St.
Urbandale, IA 50322
515-331-6786
