



City of Ankeny Iowa

Winter-Spring Parks & Recreation Internship

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|---------------------|-----------------------------|---------------------|----------------------------------|
| SALARY | \$17.00 Hourly | LOCATION | 1210 NW Prairie Ridge Dr, Ankeny |
| JOB TYPE | Intern | JOB NUMBER | 00535 |
| DEPARTMENT | Parks and Recreation | OPENING DATE | 08/24/2023 |
| CLOSING DATE | 10/16/2023 11:59 PM Central | | |

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.

The Intern will be involved in all aspects of the Parks and Recreation Department. *This position will run 12 weeks from date of start, concurrent with the winter/spring semester of 2024.* 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.

Applications must be received by **Monday, October 16, 2023**. *Pre-employment background & drug screen required.* Interested individuals should apply online at www.ankenyiowa.gov and attach a resume and cover letter expressing interest and qualifications. QR Code:



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.

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

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation. The City of Ankeny is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities who wish to apply for or serve as employees. To request a reasonable accommodation, contact the Human Resources Department at 515-965-6400 or email dgean@ankenyiowa.gov.

Agency

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>