



City of Ely

Recreation Intern – Summer 2024



The City of Ely is searching for a talented and energetic Summer Intern to join our Parks & Recreation Department for the 2024 season. The Recreation Intern will be responsible for overseeing the youth programs May – August, 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 Chalk the Walk, Touch a Truck, Ely Open and Fall Fest. They will also assist in 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. \$12-14/hr based on qualifications and experience. Background check required. EOE. Flexible start date May 6, 2024 (willing to work around school schedule in May).

Responsibilities:

- Provide overall assistance to the Director of Parks & Recreation
- Work closely with the Recreation Assistant
- Oversee and/or lead recreation programs
- Assist in planning and implementation of special events
- Assist in managing 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 assigned

Knowledge, Skills & Abilities:

- Basic knowledge of the following sports: soccer and 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

Applications may be found at www.elyiowa.com

Applications must be received by 5:00pm on Friday March 1, 2024. 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