



City of Urbandale

## Summer 2026 Recreation Internship

|                     |                      |                     |                  |
|---------------------|----------------------|---------------------|------------------|
| <b>SALARY</b>       | \$16.50 Hourly       | <b>LOCATION</b>     | Urbandale, IA    |
| <b>JOB TYPE</b>     | Seasonal             | <b>JOB NUMBER</b>   | 25-Rec Intern-01 |
| <b>DEPARTMENT</b>   | Parks and Recreation | <b>DIVISION</b>     | Recreation       |
| <b>OPENING DATE</b> | 12/12/2025           | <b>CLOSING DATE</b> | Continuous       |

### Summary Description

The City of Urbandale is looking for a proactive, hands-on Recreation Intern for the summer 2026 season. Working closely with the Recreation Department leadership team, you will gain practical experience in program development, administrative support, and community engagement within a dynamic municipal environment. This internship provides a unique, real-world opportunity to enhance your skills in event coordination, public engagement, and recreation program planning.

This temporary internship is available to undergraduate or graduate students, 21 years or older, who are pursuing a degree in recreation, leisure services, sports management, or a related field. The internship runs from mid-May through mid-August 2026 and offers flexible scheduling to accommodate academic commitments. Standard hours are Monday through Friday, with occasional opportunities to support evening or weekend events.

### 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 City and School District Wellness Committee meetings, set up agendas, etc.

### Typical Qualifications

- Must be an undergraduate or graduate student pursuing a degree in recreation, leisure services, sports management, or related field.
- Must be at least 21 years of age.
- Must have a valid Driver's License.

### Supplemental Information

There is one (1) opening available for the 2026 internship. This opportunity will be posted until filled.

For more information, please contact Chris Barkema, Recreation Coordinator, at (515) 331-6783 or via email at [cbarkema@urbandale.org](mailto:cbarkema@urbandale.org).

Post-offer/pre-employment reference checks, background/motor vehicle report check, and drug screening are required.

Candidates will receive notifications via email from [www.governmentjobs.com](http://www.governmentjobs.com) (NEOGOV). Please apply using an active email address that you check often and consider enabling text alerts to stay informed.

The City of Urbandale is an Equal Opportunity Employer. If reasonable accommodation is needed, please contact the Human Resources Department at [hr@urbandale.org](mailto:hr@urbandale.org) or (515) 331-6738 prior to the application deadline.

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**Employer**

City of Urbandale

**Address**

3600 86th St.

Urbandale, Iowa, 50322

**Phone**

515-278-3900

**Website**

<http://www.urbandale.org>

## Summer 2026 Recreation Internship Supplemental Questionnaire

**\*QUESTION 1**

Are you currently pursuing a degree in recreation, leisure services, sports management or related field?

☐ Yes

☐ No

**\*QUESTION 2**

Are you at least 21 years old?

☐ Yes

☐ No

\* Required Question