



<b>Job Title:</b>	<b>Recreation Intern</b>
<b>Closing Date:</b>	Open Until Filled
<b>Agency:</b>	Glencoe Park District
<b>Website:</b>	<a href="http://www.glencoeParkDistrict.com/About/Employment-Opportunities">http://www.glencoeParkDistrict.com/About/Employment-Opportunities</a>
<b>Salary:</b>	\$250/week stipend
<b>Posted Date:</b>	December 14, 2016
<b>Dates:</b>	Summer 2017
<b>Days/Hours:</b>	The position of Intern should expect to work at least 40 hours per week with a varying schedule in order to be exposed to all areas of the Park District including evening and weekend hours.
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Currently working towards a college degree in Parks and Recreation or related field.</li><li>• Knowledge of the theories, practices, and philosophies of community recreational programming.</li><li>• Must possess exceptional oral and written communication skills and the ability to maintain exceptional working relationships with peers, community groups, volunteers, independent contractors, co-workers, staff, supervisors and the public.</li></ul>
<b>Duties:</b>	<ul style="list-style-type: none"><li>• Develop a thorough understanding of Glencoe Park District policies, procedures and operations.</li><li>• Visit, observe and participate in different phases of the agency facilities, programs, services and operations.</li><li>• Lead and/or assist in special projects requiring research and development of initiatives supporting and benefiting the agency and/or department.</li><li>• Assist in organizing, planning, and implementing programs and activities.</li><li>• Provide excellent customer service by addressing questions and concerns from staff, patrons, and parents immediately.</li><li>• Keep program and work supplies, equipment, and facility areas clean, organized, and safe.</li><li>• Maintain a positive public image by communicating openly, honestly, and professionally at all times.</li><li>• Must demonstrate safety awareness and follow safety protocol. Report any safety hazards to Program Manager.</li><li>• Complete all duties as assigned by Program Manager(s).</li></ul>

**Address:**

999 Green Bay Rd.

**City, State Zip:**

Glencoe, IL 60022

**Contact:**

Liz Visteen – Program Manager of Special Events and Adults

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