

Charleston County Park and Recreation Commission

Internship Opportunities:



• **Parks:** Will experience all the aspects of running, managing and maintaining a large scale revenue generating operation in a park and recreation setting. Will effectively serve as a working supervisor, will be involved in park-wide and division-wide discussions, will take part in the decision making process, and will be expected to voice questions and provide input. The selected candidate will interact with customers, handle suggestions, solve problems and work with staff to ensure a unique experience for our guests. The selected intern will rotate throughout the parks and facilities in order to gain a thorough understanding of the complexity and variety of CCPRC. The student will gain experience in all aspects of management to include facility operations and maintenance, staff supervision, personnel matters, budgeting concepts and procedures, customer service, capital projects, special events, etc.

➤ *Park and Recreation, Business Management, Public Administration and/or any Customer Service Major*

• **Recreation Programming:** This position will primarily provide summer programming for the campground at James Island County Park. Responsible for updating the Campground Program Activity Guide. Will be responsible for developing a year-round activity plan for the campground, incorporating existing programs, implementing all summer campground programs with assistance by the campground staff and for coordinating all necessary supplies for the campground programs. Additionally, the position will work with each of the five areas of Recreation: Festivals and Events, Outdoor, Interpretation, Fitness and Wellness, and Community Recreation as needed.

➤ *Park and Recreation Majors and Outdoor Education Majors*

• **Marketing:** The Marketing Intern will plan and prepare marketing services for a few events scheduled for the fall of 2015. This individual would attend internal event committee meetings to gather marketing requirements, update a marketing communication plan, assist with designing marketing pieces, prepare press releases, attend media appearances (T.V. and radio), update web site pages and other social media outlets, and solicit and finalize sponsorship opportunities. The marketing intern will gain experience in consulting with clients to gather marketing requirements, developing a marketing communication plan, understanding of basic graphic design processes, preparing press releases and newsletter content, attending media appearances (T.V. and radio), managing website content for assigned events and soliciting sponsorship opportunities.

➤ *Journalism or Marketing Majors*

• **Parks for the FALL of 2015:** For the fall semester of 2015, an intern with the Holiday Festival of Lights will experience all the aspects of planning, implementing and evaluating a large scale revenue generating operation in a park and recreation setting as it directly relates to the Holiday Festival of Lights, a 53 day special event that draws over 200,000 visitors annually. The intern will effectively serve as a working supervisor throughout the duration of the Holiday Festival of Lights. They will be involved in park-wide and division-wide discussions, gain experience in a variety of issues, take part in the set-up, planning and decision making process and be expected to voice questions and provide input. The selected candidate will interact with customers, provide suggestions, solve problems and work with staff to ensure a magical experience for our guests.

➤ *Park and Recreation, Management, Business, Public Administration, Special Event Planning and/or any people oriented major will benefit from this experience*

CCPRC Internship Details

Interns are paid \$8.75 per hour and work approximately 35 to 40 hours or more per week. Although housing is not provided, we are happy to provide contacts in the area and other resources for you to find a place for the summer. To be eligible, applicants must be currently enrolled and attending a college or university, taking classes towards earning either a bachelor's or master's degree. Typically we are seeking students in their third year of school who have had some specific upper level course work completed related to their major.

We have internships available during the summer of 2015 and we will also have one internship available for the fall of 2015. These internships are for a period of 12 weeks, the summer internships begin May 18, 2015 and run through August 7, 2015. The beginning and ending dates for the fall internship are flexible.

Contact

Karen Thompson
Employment Coordinator
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Charleston SC 29412
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Office: 843-762-2172
Fax: 843-406-1015



Application Requirements

- CCPRC Cover letter
- Resume
- application (located online at www.CharlestonCountyParks.com)
- Reference statement on the completed by your advisor

These items should be submitted to the above contact. Please note, upon being selected, drug testing, a background check and a valid Driver's License will be required. Equal Opportunity Employer.

Priority Deadline

February 28, 2015 for the summer of 2015 internships. May 1, 2015 for the fall 2015 internship.

We will begin the review phase of the application process by this date. All applications received after this date will still be considered as long as a position remains open.

For Additional Information

Details about our internships, the application, how to apply, and details on other summer employment opportunities can be found on our website at www.CharlestonCountyParks.com.