



Bringing People and Nature Together

Forest Preserve District

OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433
815.727.8700 / fax 815.722.3608
ReconnectWithNature.org

SUZANNE HART, President
ANNETTE PARKER, Vice President
JUDY OGALLA, Secretary
JAMES G. MOUSTIS, Treasurer

POSITION ANNOUNCEMENT

Outreach Event Seasonal Intern

The Forest Preserve District of Will County is accepting resumes for three (3) seasonal Outreach Event Assistants at Sugar Creek Administration Center in Joliet Illinois.

See the attached Position Opening outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. Resumes will be accepted until Friday, February 24, 2017.

Application Procedure: Send a cover letter and resume to:

Donna Suca, Human Resource Coordinator
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5667 (desk)
815.722.3608 (fax)
dsuca@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Superintendent of Public Affairs, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the interior, www.doi.gov

**FOREST PRESERVE DISTRICT OF WILL COUNTY
POSITION DESCRIPTION**

TITLE: Outreach Event Seasonal Intern

DEPARTMENT: Visitor Services

DIVISION: Operations and Program Services

FLSA STATUS: Non-Exempt

DATE: January 2017

BASIC FUNCTION

Outreach Event Seasonal Intern provides key support to the Education and Outreach section by the planning, execution, staffing and evaluation of District Outreach events and services.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Education and Outreach Supervisor
Supervises: None
Works Closely With: Community Outreach and Partnership Coordinator
Peer Event Seasonal Interns
Permit Administrator
Visitor Services Facility Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participate in event planning and preparations working under the guidance of the Community Outreach and Partnership Coordinator.
2. Complete event preparations by way of purchases, creating materials, arranging for equipment, and working with District staff.
3. Execute event activities, event set-up and take-down, and evaluations while staffing District Outreach Events.
4. Enact select strategies from the event marketing plan to promote events.
5. Staff additional Community/Partner Events, Facility Events and select Non-District events.
6. Perform office duties including: research and compile information, assemble materials, facilitate mailings, data entry, etc.
7. Organize event storage areas and assist with inventory.
8. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Reliable, organized, and trustworthy
2. Practiced problem solving skills
3. Ability to complete assignments/projects autonomously
4. Ability to proactively engage the public and event participants
5. Ability to participate in project and event planning
6. Competent computer skills utilizing MS Office and related software

TRAINING AND EXPERIENCE

Minimum Requirement:	High School diploma or equivalent (GED) Currently enrolled in accredited college or university studying recreation, leisure management, sports administration, biology or related field Valid Illinois driver's license
Preferred Experience:	Vehicle trailer and gator operation Knowledge of local Forest Preserves Bilingual capabilities area plus

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Manual Dexterity:	Ability to move between sitting, standing, walking for 6 -10 hours
Physical Effort:	Ability to lift up to 50lbs
Working Conditions:	Ability to work out-of-doors with occasional exposure to moderately disagreeable weather
Hazards:	Negligible

Hourly Wage

\$ 12.25 per hour

Season and schedule is flexible to accommodate student's class schedule.
Target internship will run the April – August event season, with interest to extend through October.
Typical work week will accrue 24-32 hours per week, dependent by event schedule.
Seasonal potions are not to exceed 940 hours nor 9 consecutive months of employment.