**Parks & Recreation Summer Student Internship**

**Overview:**

The purpose of this internship is to provide local college students a hands on look into the professional realm of Parks and Recreation and to teach the basic fundamentals of customer service, business development, sports management, marketing, and leadership growth. While working as a Parks & Recreation intern, students will have the opportunity to learn and develop professional skills that can easily be applied to next level education and/or any workforce culture.

**Job Description:**

Expectations

* Perform superior care and service to internal and external customers
* Perform quality work within deadlines with or without direct supervision
* Interact professionally with other employees, customers, and vendors
* Work effectively as a team contributor on all assignments
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

Responsibilities

* Create, edit, and proof stories, social media posts, videos, or any other form of communication needed for any event, program, or initiative
* Assist in the management of all community partners and programs including but not limited to Free Press Newspapers, City of Wilmington, Catfish Days, Kids Club, Youth Sports, and any additional community groups/programs as assigned
* Collaborate within a team environment to create and introduce new program initiatives
* Ensure all branding, logos, and marketing content are up to standards on advertising sites, partner sites, internal websites, social media channels and communications
* Perform administrative tasks including but not limited to receiving customer requests, proper computer data entry, daily fiscal management, and any other miscellaneous tasks as needed
* Design and implement a recreational program

Grading

* Attendance (i.e. showing up on time, sick days, etc.) 30%
* Written progress reports (3 total) 30%
* Final project (design and implementation) 30%
* Final evaluation (successes and failures, what would student have done differently) 10%

**Now accepting applications!**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.