



Byron Park District Internship Job Description

Job Title: Internship

Classification: Part-time or Full-time (based on availability)

Job Description:

The Byron Park District is continuously seeking full and part time interns to assist in various roles relating to day to day operations.

Qualifications:

- Must be 16 years of age
- Previous recreation experience preferred
- Self-starter
- Punctual
- Basic computer skills preferred
- Must be able to work days/times the fit with current park district staffing needs, including some evenings and weekends.
- Must be willing to work in multiple departments within the district
- If the internship is a University requirement the applicant must provide all corresponding paperwork with the application

Duties & Responsibilities:

- Work within many areas of the park district including Athletics, Parks, Aquatics, Human Resources, Maintenance, Marketing, etc.
- Assist with facility set up and clean up for park district events or programs
- Assist with various office work
- Supervise the facility during programs or events
- Assist with Athletic Field maintenance/setup (seasonal)
- Other duties as assigned by the Superintendent of Recreation

Psychological Considerations:

- The Intern may feel stress from their assigned responsibilities.
- The Intern must resolve differences and problems that arise with patrons.

Environmental Considerations:

- May be exposed to elements (sun, wind, cold) in everyday activities or when performing outdoor tasks.
- Many activities are performed indoors and those conditions include lighting and temperature.

Salary/Wage: Based on experience and/or University requirements

Directly reports to:

Superintendent of Recreation