

Job Title: Sport & Recreation Intern
Williston Parks & Recreation District
Salary Range: \$10-\$15/hr + other earning opportunities @ WPRD
Supervisor: Recreation Manager



As the Sport & Recreation Intern, you will work directly with the Recreation department in all stages of The Williston Parks & Recreation District's recreation efforts, through creative ideas and innovative strategies. Your primary responsibilities would include a variety of professional and administrative work in planning, developing, scheduling, directing, promoting, and implementing summer parks & recreation programs to include: Youth & Adult Sports, Legion/Babe Ruth/Cal Ripken/Youth Baseball, Tournaments, Family Programming, Special Events and assisting with other Park and Recreation Activities/Facilities.

This paid summer internship will help you acquire Recreation skills and provide you with real-world knowledge and experiences. By the end of the summer, you will gain a broad experience in management, communication, as well as community relationships, which will help prepare you for any future career you pursue – while having fun!

Responsibilities

- Assists with Recreation & Special Events program planning, event registration, rosters, mailings, and collection of fees for all Recreations programs.
- Communicates internally within the various WPRD departments regarding program operations, facility maintenance and scheduling.
- Assist with tracking and reports of Recreation programs to evaluate consumer satisfaction and increase retention.
- Assist with set-up and tear-down of various events and programs as needed.
- Support the Recreation & Special Events Staff members with various daily tasks as needed.
- Perform other duties and responsibilities as requested and required.
- Substitutes as program instructor, referee, official or umpire as needed.
- Responsible for league scheduling, updating, and posting of standings on the WPRD website.

Internship Project

- Create a summer program and/or event for WPRD
- Help the department to manage the budget and provide communication on expenses and revenues.
- Collaborates, communicates, and assists in scheduling use of all facilities and marketing for event.
- Assist with acquiring part time staff to help run the event/program.
- Collaborate with Recreation Manager and other interns on project.

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

Skills/Requirements

- At least a college student pursuing a degree in Sport Management, Education, Parks & Recreation or a related major.
- Be passionate about making a difference in the community.
- Effective organizational and interpersonal communication skills
- Evidence of superior written and oral communication skills
- Demonstrated leadership within groups
- Microsoft Word/Excel, and desktop publishing proficiency preferred
- Requires high level of creativity and resourcefulness
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), volunteers, and media
- Requires the ability to set and achieve goals through effective decision-making
- Excellent organizational skills – ability to handle multiple projects, identify priorities, and meet deadlines.
- Motivated team player with capability to work independently, as well as in a collaborative environment.
- Must be able to commit to the Williston Parks and Recreation District for the entire summer season.
- Must be available to work nights and weekends for events/programs and to capture photos.
- Must be comfortable working in an indoor office environment and outdoors for various events/programs.

To be considered for this internship, all candidates must complete a WPRD Application and provide a cover letter & resume.

The Williston Parks and Recreation District's Mission is to have superior parks, facilities, and programs for all to enjoy an active life!