



Internship Program Description

Internship Summary

Terre Haute Parks & Recreation Intern Program offers 11 weeks / May 18th-July 31st educational work experience beneficial to students interested in employment in a park and recreation setting. The primary responsibility of the intern is to assist the park staff in providing quality experiences for park visitors and program participants.

Work status

These positions in the program consider interns seasonal staff for the Terre Haute Parks & Recreation Department and will be scheduled for 35 hours per week for 11 weeks. Hours may be broken up each week depending on programs/event schedules. This internship may require working during evenings, weekends, and holidays as needed.

Wage/Salary

\$10.00/hour (\$3,850 for 11 weeks)

Relationships

Reports to: Director of Recreation

Supervises: May assist in supervising other seasonal staff during programs

Works with: Parks & Recreation staff, and the general public

Major Areas of Accountability/Responsibility

- Perform requirements and duties as required by the intern's college or university as needed for credit.
- Communicate with staff at all times.
- Attend all park department meetings and Park Board meetings as assigned.
- Know, enforce and adhere to the safety regulations and rules; maintain order at all times; be strict, but courteous.
- Always be in proper uniform while on duty. Dress accordingly to activity.

- Attend in-service training meetings or practices and special meetings at the request of supervisors.
- Assist with the Deming Park Pool
- Assist park staff with planning, implementing, and maintaining park recreation and sports programs such as our adult softball league.
- Assist in supervising volunteers during programs/special events as needed.
- These positions will be subject to the rules, policies, and operating procedures established by the City, which may be amended at any time.
- Assist in cleaning as required.
- Perform all other duties as assigned.

Physical & Environmental Conditions

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, and feeling, hearing and grasping.

Physical Characteristics of Work: Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 lbs routinely, exertion of up to 50 lbs. occasionally, and exertion of more than 50 lbs infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standards for use with those who work with the ability to complete written reports read directions and scan areas for hazardous situations.

Environmental Conditions: Work is performed in a typical outdoor environment. The worker may be exposed to temperatures in excess of 100 degrees for more than 1 hour. May be subject to stressful situations, if a life-threatening incident occurs.

Qualifications

- Good Standing with University.
- Must be in their junior year and be enrolled in parks or related classes.
- CPR, AED and First Aid Certification preferred but not required.
- Previous experience working with children, programming or aquatics.
- Have a desire to help the public, good verbal communication skills and an outgoing personality.
- Be friendly, mature, trustworthy, dependable and responsible.
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the general public.
- Candidates must have a valid driver's license and reliable transportation to and from work.
- Candidates also must pass a background check before start date.

Application Requirements

- Letter of Intent
- Resume
- Application
 - Please note, upon being selected, a background check and valid Driver's License will be required. Terre Haute Parks & Recreation is an Equal Opportunity Employer.

Please submit all required documents to the City of Terre Haute website application process along with submitting them to the email address below:

Ashley Tyler

Director of Recreation

Terre Haute Parks & Recreation Department

500 S Fruitridge Ave

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