

## Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### Job Description

**Job Title:** Intern

**Division:** Recreation

**Location:** Various parks and facilities throughout the Oak Park community

**Reports to:** Superintendent of Recreation

#### Job Purpose:

The Park District of Oak Park offers a quality internship program to students working toward a degree within the field of parks and recreation or related areas of study. The internship provides a comprehensive experience of district operations including administration, programming, employee management, facility management, camps, aquatics & rink (seasonal), historic properties, conservatory, special events, marketing and maintenance based on the desires and interests of the intern and the needs of the Park District. The exact hours for the Intern will vary, depending on weekly activities and special events; however, the Intern will work approximately 35-40 hours per week, including night and weekend hours when appropriate.

#### Essential Functions:

- Visit, observe and participate in different phases of the agency facilities, programs, services, and operations;
- Lead and/or assist in special projects requiring research and development of initiatives supporting and benefitting the agency and/or department;
- Assist in organizing, planning, and implementing programs and activities as part of the department portfolio;
- Provide excellent customer service by supporting Park District standards and maintaining a positive public image by addressing questions and concerns from staff, patrons, participants, and parents immediately;
- Keep program and work supplies, equipment, and facility areas clean, organized, and safe. Inspect, inventory, and initiate requests for repairs to supervisor; follow-up on status with supervisor and/or maintenance supervisor. Identify and observe equipment daily for possible maintenance needs and adjustments;
- Evaluate meetings or activities planned or conducted and prepare or maintain reports regarding programs, equipment, facilities, and customer activity;
- Plan thoroughly in advance of all assignments;
- Communicate openly, honestly and professionally at all times;
- Wear a PDOP staff shirt and/or nametag identification during all work hours;
- Directly assist with events, programs and facility operations;
- Complete all duties as assigned by supervisor(s).

#### Additional Functions:

- Establish supports and maintain collaborative efforts with internal and external customers and organizations;
- Participate in budget control by tracking and monitoring financial activities, and by prioritizing and reprioritizing activities within general work plan;

**Knowledge, Skill and Work Experience:****Required:**

- Knowledge of the theories, practices, and philosophies of community recreational programming;
- Must be organized and able to coordinate multiple activities in multiple locations without supervision;
- Ability to assess and solve problems as they arise; and be able to perform tasks without constant direct supervision;
- Knowledge, experience and proficiency in Microsoft Office and computer applications;
- Demonstrate good professional judgment, initiative, flexibility, and creativity;
- Currently working towards a bachelor's degree, preferably from an accredited college or university in Recreation, Leisure Services, Physical Education, Sport Management, Health, Education, or a related field;
- Must possess a valid driver's license.

**Recommended:**

- Knowledge of RecTrac software;
- Skill in the development and implementation of recreational programs, and the operation and maintenance of recreation equipment.

**Physical Considerations:**

- Frequently sitting, walking, standing, reaching, bending, and typing
- Occasionally climbing, balancing, stooping, kneeling, crawling
- Must be able to lift up to 35 lbs.

**Environmental Considerations:**

- Normal office conditions for majority of work, may include occasional light and temperature variations
- Prolonged hours seated at a desk
- May include prolonged hours of computer use
- May be exposed to occasional inclement weather as position may require outdoor work

**Cognitive Considerations:**

- Ability to work independently without constant supervision;
- Ability to present written and verbal ideas and recommendations in a concise manner;
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material;
- Ability to operate assigned equipment;
- Ability to effectively interact and communicate well with others;
- Ability to interpret and explain department and District policies and procedures;
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility;
- Ability to resolve conflict safely, calmly and effectively.

**Customers:**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

**Revised Date: January 2015**  
**Last Reviewed Date: May 2013**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*