

Town of Maiden
Parks and Recreation Summer internship (seasonal)

Distinguishing Features of the Class

This internship offers the successful candidate the opportunity to participate in the development and implementation of various programs, camps, and special events.

Duties and Responsibilities

Essential Duties and Tasks (These duties are a representative sample; position assignments may vary.)

- Oversee and assist with the development and implementation of summer camps and other special programs including but not limited to, youth and adult programming.
- Assist parks and recreation staff with projects and assignments.
- Create, oversee, and implement a new program/event.
- Attend meetings associated with the department and affiliated groups, including, department staff meetings, staff trainings.

Recruitment and Selection Guidelines

- Knowledge of basic computer skills.
- Ability to multitask and meet deadlines.
- Good communication skills (written & verbal) are required as there is interaction between department staff and general public.
- Basic skills in planning activities.
- Have a strong work ethic, be highly motivated, maintain a positive attitude, be enthusiastic, self-motivated, willing to take on new challenges and experiences, and be adaptable to the many changes in the recreation field.
- Able to demonstrate good customer service skills and genuinely enjoy working and interacting with people of all ages and diverse backgrounds.
- This position is recommended for students with a major in Parks and Recreation, Health and Human Performance or other closely related field of study.

Hours and Time Commitment

Summer internship is offered in conjunction with the academic calendar, coinciding with summer semester, roughly mid-May through mid-August. Students should be able to work during Maiden Parks & Recreation operating hours, including evenings and/or weekends as the position requires. Start date may vary based upon department needs and class schedules. Time commitment is 12 weeks or length of required internship for graduation.

Physical Requirements

- Must be able to perform light to medium work up to 25 pounds occasionally, to move objects.

Desirable Education and Experience

- High school graduation
- Proficient in Microsoft Office Suite
- Declared major/minor within the parks & recreation leisure services, physical education or related field of study or other related degree, with an approved educational institution.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

The anticipated hiring rate for the position is \$14.00 hourly DOQ. Background check and drug screening will be required. Interested applicants should submit their cover letter, resume, and town application <https://maidennc.com/PDF/appl-bkgrnd-combo.pdf> to Wanda Barnes, HR Officer, 19 N. Main Ave. Maiden, NC 28650 or by email at wbarnes@maidennc.gov. Open until filled, however the resume review process will begin May 15th. EEO.