



Recreation Internship

OVERVIEW

This internship provides a unique learning experience in all aspects of the administrative operation of the Recreation division of the City of Moorhead. Students will be exposed to a variety of recreation programs such as athletic and adaptive sports, swimming lessons, park programming, art classes and a variety of special events as well as the opportunity to focus on his or her area of interests.

EXPERIENCES & RESPONSIBILITIES

- Gain a strong understanding of how a City Parks and Recreation program operates.
- Work with Parks and Recreation Director on budget development, City Council and Park Board meeting presentations, agreements with community providers for City owned facility use, purchasing requirements, policies and procedures, request for proposals, strategic planning, etc.
- Collaborate and assist recreation supervisors with program development and supervision including athletic programs, aquatics, fitness, park programs, adaptive, cultural, senior citizens, golf courses, special events and administrative duties.
- Learn and use program registration software by registering participants, tracking, running reports, etc. as well as other software.
- Interact with a diverse range of the public and provide great customer service.
- Explore volunteer recruitment, training, supervision and evaluation.
- Prepare and maintain appropriate files, records, reports, and presentations.
- Assist with the coordination of media and promotions for special events and recreation programs. This may include brochures and displays, photos, press releases, and website updates.
- Attend and participate in a variety of meetings within the City.
- Perform other duties as requested or needed



Requirements

- College student majoring in recreation or sports management or closely related field
- Driver's license

Hours

40 hours/week. Weekdays with some evening and occasional weekend availability.
Flexible

Salary: \$12-15/hour

Timeline

- Spring Semester or Summer Semester
- This opportunity is offered as a credit or non-credit paid position.

Learn more & Apply

Email letter of interest and resume to:

Parkandrec@cityofmoorhead.com

218-299-5340