



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 a large focus on athletic and adaptive sports, a variety of special events with some focus on swimming lessons, park programming, and art classes 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.



Requirements

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

Hours

- 20-30 hrs/week. Week-days with some evening and occasional weekend availability. Flexible

Salary: \$15-\$16.60/hour

Timeline

- Summer/fall 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