



Internship Opportunity

City of Green River
Parks and Recreation Department
50 East Second North
Green River, Wyoming 82935
(307) 872-6153
website: www.cityofgreenriver.org

Parks and Recreation Intern

WAGE AND TERM:

Summer 2009

Pay rate \$12.14 to \$16.00 per hour

May through August 2009 (10 to 16 weeks)

Application Deadline – 5:00 pm, on Friday, March 20, 2009

THE OPPORTUNITY:

Gain professional work experience with a city of 13,000 people; work on a variety of administrative and special projects, assignments and tasks in support of the Director of Parks and Recreation - projects are mutually agreed upon. Work for the only CAPRA nationally accredited public parks and recreation agency in Wyoming (one of only 79 public parks & recreation departments in the country to be nationally accredited).

SUPERVISION:

Reports to the Director of Parks and Recreation

IDEAL CANDIDATE:

Completion of Junior year with a major in Leisure Studies, Business Administration and/or Parks & Recreation. Previous paid or volunteer recreation experiences desired. Must possess strong computer skills and a valid driver's license; Undergraduate, Graduate and/or Doctoral Students are welcome to apply.

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the needs of the City of Green River Parks and Recreation Department will be selected for interviews. Criteria will be based on knowledge, skills and abilities necessary for the position.

Required in Internship Applications: Resume, cover letter, copy of transcripts (need not be official), and the name, address, phone number, fax number, and e-mail address of your internship advisor and (3) three separate professional work related references. Also include a list of your top (3) goals you would like to accomplish during your internship. **Applications will be accepted via U.S. Mail or E-Mail**

MAILING ADDRESS:

ATTN: Walt Bratton CPRP, Director
City of Green River
Parks and Recreation Department
50 East Second North
Green River, Wyoming 82935
E-Mail: wbratton@cityofgreenriver.org

ADDITIONAL INFO:

For additional information, visit us the City of Green River website at www.cityofgreenriver.org or call Walt Bratton at (307) 872-6153

City of Green River – Wyoming
Parks and Recreation Department
Job Description

College Internship
Parks & Recreation Administration

Essential Duties

1. Assists in the planning, organization and implementation of a wide variety of Special projects and activities within the Parks & Recreation Department
2. Assists in the supervision of programs, part-time/seasonal and volunteer staff.
3. Maintains positive public relations with all participants and staff.
4. Assists in the departmental tasks including report writing and record keeping.
5. Attends departmental meetings
6. Completes special projects assigned by the Director and/or his designee that cover all aspects of a municipal parks and recreation department.
7. Work primarily follows a routine daily schedule with attendance at weekend and evening events required occasionally.
8. Completion of one departmental project (chosen by the student with input from university advisor and agency supervisor).
9. Communicates regularly with agency supervisor through weekly meetings and informal communications.
10. Responsible to follow and complete assignments as outlined on Student Internship Experience Agenda.
11. Regular display of enthusiasm, a willingness to learn, and high level of accountability and reliability.
12. Completion of related duties as assigned.

Level of Supervision/Responsibility

The Student Intern will be supervised by the Director of Parks & Recreation.

The Student Intern will perform a majority of duties according to general policies and guidelines established by the Parks and Recreation Department. Work will be reviewed for overall soundness in practice and conformance with general goals and policies.

Work Relationships

Frequent contact is maintained with members of the community and program participants for a variety of purposes including explanation and interpretation of policy and program goals, coordination of activities and rendering of program services.