



LIMERICK TOWNSHIP
Department of Parks & Recreation

646 West Ridge Pike
Limerick, PA 19468
(610) 495-6432 x150 FAX (610) 495-0353



Limerick Township Parks and Recreation Internship Opportunities

JOB TITLE: Parks & Recreation Internship

LOCATION: Limerick Township Building
646 West Ridge Pike, Limerick, PA 19468

INTERN FUNCTION: To assist the LTP&R department staff in planning, organizing, promoting, supervising, running and evaluating recreation programs and special events that:

- 1) further the department's mission;
- 2) satisfy the recreational needs of Limerick residents;
- 3) fit within the department's budgetary parameters; and
- 4) adhere to departmental policies and procedures

SUPERVISION: Interns will receive immediate supervision from LTP&R's Director of Parks & Recreation and/or Recreation Program Specialist. The Agency Supervisor will be designated from this list on a case-by-case basis.

SEASONAL INTERNSHIP GENERAL TASKS:

- 1) Approx. 50% of hours will be accrued while assisting department staff as they organize, lead, set-up, clean-up and evaluate a broad range of special events held during evenings and weekends throughout internship months. Activities include, but will not be limited to:
 - Spring Season includes: *Kids & Doggie Egg Hunt, Earth Day Celebration, Family Fishing Fun, Movie Under the Stars*
 - Summer Season includes: *Community Flea Market, Concert in the Park, Teen Carnival, Sundaes in the Park, Movie Under the Stars*
 - Fall Season includes: *5K Run for the Park, Limerick Community Day, Fall Fling Car Show, Fall Harvest & Crafts Show, Holiday Tree Lighting*
- 2) The additional 25% of Internship hours will be accrued during work as Office Assistant in the Parks and Recreation Office.
- 3) The other 25% of Internship hours will include coordinating and running an inter-department program or activity during the complete internship.
- 4) Demonstrate courteous customer service at all times.
- 5) Perform other duties to enhance the internship experience as assigned by the Agency Supervisor.



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DESIRED EDUCATION AND EXPERIENCE:

Education: Attendance at an accredited institution of higher education with a major in the field of Parks & Recreation, Sport & Recreation Management, Community & Leisure Recreation; or similar.

Experience: Documented leadership roles with school-aged children; e.g. through scouting, coaching, program supervisor. Experience with and personal participation in a variety of recreational activities.

Other: Must hold a valid driver's license and have reliable transportation. Must have a current (no more than one year old) PA* Criminal Records Check and a PA* Child Abuse History. **will be handled on a case-by-case basis if student is not a PA resident*

MINIMUM SKILLS AND ABILITIES:

- Ability to understand, remember and follow oral and written instructions
- Ability to work well with other staff members
- Excellent customer service, oral and written communication skills
- Ability to physically lead, organize, participate, and train others in programs and activities
- Willingness to take initiative and show ambition in the parks and recreation field
- Working knowledge of MicroSoft Word, Excel, Power Point and Publishing
- Red Cross CPR and First Aid certified is a plus, but not required

CONTACT: Karen M. Hegedus, Director of Parks & Recreation
Limerick Township Parks & Recreation Department
646 West Ridge Pike Limerick, PA 19468
610-495-6432 x150
E-mail khegedus@limerickpa.org
Website www.limerickpa.org

Please note:

- *LTP&R extends internship offers following an on-site interview, review of the student's resume and review of the school's internship requirements.*
- *LTP&R strives to provide the best internship experience possible. Success in this area depends on open and clear communication between the intern, Limerick Township staff and college/university contacts.*
- *Continued internship is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.*
- *Interns must provide in writing any vacation, school or travel commitments (dates/duration) that coincide with internship dates.*