



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 & Paws Egg Hunt, Earth Day Celebration, Playground Fun Daze, Movie Under the Stars, Community Flea Market*
  - Summer Season includes: *Concerts in the Park, Teen Carnival, Sundaes in the Park, Movie Under the Stars, 5K Run for the Park*
  - Fall Season includes: *Limerick Community Day, Fall Fling Car Show, Haunted Hayride of Horrors, Holiday Festival Celebration*
- 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

CONTACT:      Karen M. Hegedus, Director of Parks & Recreation  
Limerick Township Parks & Recreation Department  
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Limerick, PA 19468  
610-495-6432 x150

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*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.*