

# WAUKEGAN PARK DISTRICT

## Risk Management Intern

**Description:** The Waukegan Park District is looking for an intern to work closely with the full-time Manager of Risk Management in performing Safety, Risk Management, and Loss Control related activities. Activities may include, but are not limited to:

- video taping for training, inventory, and documentation purposes
- updating / writing safety manuals and programs
- scheduling / conducting safety trainings
- participating in safety inspections
- acting as Safety Committee member
- having exposure to and working with a Risk Pool
- assisting with claims investigations
- attending internal and external trainings
- maintaining safety related files

The Risk Management Staff supports all departments within the park district. Functions of these departments include: Aquatics, Golf, Athletics, Day Camps, Preschools, Senior Citizen Activities, Cultural Arts, Special Recreation, Food and Beverage, Indoor and Outdoor Maintenance, Administration, and Community Wide Special Events.

Intern will also be exposed to the overall operations of a park district and be allowed to participate in other departmental activities if desired.

**Term:** Approximately 40 hours a week for 12 weeks

**Wage:** \$360/ week, stipend

**Benefits:** Free Intern Housing (excluding phone bill) – space is limited and fills fast  
Sport & Fitness Center membership and Pool pass

**Contact:** Tanya Brady  
Manager of Risk Management  
2000 Belvidere Street  
Waukegan, IL 60085

(847) 360-4727

[tbrady@waukeganparks.org](mailto:tbrady@waukeganparks.org)

**Web Site:** [www.waukeganparks.org](http://www.waukeganparks.org)  
Visit our web site to obtain more information about the Waukegan Park District.

**To Apply:** Send a Resume and Cover Letter stating what you would like to gain from your internship, what attracts you to Waukegan Park District, and the earliest date you are available to start. Documents can be e-mailed to Tanya Brady.

## Waukegan Park District Risk Management Internship Additional Information

Waukegan is located on the shores of Lake Michigan about 10 miles south of the Wisconsin/Illinois state line. The Waukegan Park District is a separate government entity from the city. The park district offers a variety of recreational activities to its community of 90,788 people. These facilities include a sports & fitness center, recreation center, cultural arts center, two golf courses, an aquatic facility, a museum, state of the art ball diamonds, BMX track, skate park, basketball courts, tennis courts, soccer fields, dog parks, and many community and neighborhood parks. We provide many programs and special events to our community.

The Waukegan Park District is a professional organization with well designed parks, programs, and facilities that are fun, clean, and safe for all. The park district has received public recognition for its programs, facilities, operations, and professional staff from organizations such as the Chicago Building Congress, Illinois Park and Recreation Association, Government Finance Officers Association, Midwest Institute of Park Executives, and Sports Turf Management Association to name a few.

The Waukegan Park District has been a member of PDRMA, a large risk pool in Illinois, since 1991. We have been accredited since 1993 with the highest level of achievement in the PDRMA Risk Management Program. A variety of risk management projects and activities have received recognition from PDRMA. Risk Management/Safety is a top priority within our organization.

Tanya Brady, the Manager of Risk Management, has a degree in Occupational Safety from the University of WI Whitewater and has earned her ARM from the Insurance Institute of America. She has been employed with the Waukegan Park District since 1993. Tanya also assists with corporate training programs for PDRMA and has been a risk management consultant to a variety of other park districts in Illinois.

Interns are allowed housing and recreation benefits. The intern housing is an apartment on the upper level of a historical house situated in one of Waukegan's most popular and beautiful community parks, Bowen Park. Up to four interns can live in the apartment and is available on a first come first serve basis. The additional recreation benefits include a membership to our sports & fitness center and a pool pass. At the Waukegan Park District 'The Benefits are Endless'.

Various projects are available for an intern to work on. There are opportunities to also explore the operations of PDRMA, our risk pool. The Manager of Risk Management and the rest of the staff at the Waukegan Park District could provide an intern with an exceptional work experience.