



Facility and Membership Internship Opportunity

\$150/week Plus Housing

14-16 weeks

Description:

The Waukegan Park District is looking for interns that are students or recent graduates looking for an opportunity to pursue a career in recreation or a related field. The primary focus will be assisting the Facility and Membership Supervisor with facility operations, fitness membership promotion, along with assisting at special events and activities. Other duties may include but are not limited to, front desk customer service, office work, creating flyers and promotional materials, and making phone calls.

The Waukegan Park District opened an 84,000 square foot Field House Sports and Fitness Center in September 2006 that includes a 14,000 square foot state of the art Fitness Center. Interns will have a great experience of working in a newer facility that provides a wide variety of sports and fitness programs, services, and events to the community of Waukegan. Intern housing is available on a first-come first-serve basis for the entire time of the internship. Candidates should be prepared to work Monday through Friday, along with varying evenings and weekends. This opportunity is a great way to learn the responsibilities of a Recreation Supervisor.

Qualifications:

Candidate will currently be attending college or be a recent graduate with a major in recreation or related field. Candidate must be responsible and motivated. They must have a positive attitude; be open-minded, and willing to learn. The candidate should have the ability to manage time effectively and have strong interpersonal and communication skills. Candidate should possess the ability to handle multiple tasks simultaneously. Candidates must have a general knowledge or special interest in recreation, fitness, facilities, marketing, and/or events. Candidate should be prepared to work with children and adults. Experience in customer service is a plus, but not required.

Candidate must have a valid driver's license and have transportation to work. The duration of the internship is 14-16 weeks, depending on university requirements. The Waukegan Park District will be willing to accommodate the candidate's school requirements for an internship if applicable.

Contact:

Send a letter of interest and resume to:
Dayna Wick, Recreation Supervisor- Field House
Waukegan Park District
800 North Baldwin Ave
Waukegan, IL 60085
Phone - (847) 782-3625 Fax - (847) 782-3303
Email –dwick@waukeganparks.org

Closing Date: Ongoing or until filled.
Flexible start dates.
Please specify when you can start and need to be finished with your internship.

Waukegan Park District Mission Statement

The Waukegan Park District is committed to providing parks, facilities and leisure opportunities to our culturally diverse population through the resources of community involvement, dedicated staff and sound management.