

CITY OF SOUTHFIELD PARKS AND RECREATION
JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Parks & Recreation Intern

CLASSIFICATION: Non-Career/Seasonal

PAY RANGE: Starting at \$11.00-13.00 an hour

WORK SCHEDULE: Primary hours 9am-5pm with occasional nights and weekends

START/END: May – December (flexible start and end dates)

ABOUT THE POSITION:

Southfield Parks & Recreation is seeking energetic, passionate and responsible candidates for a Parks & Recreation Intern position. Throughout the internship there will be opportunities to create and supervise events, help grow existing programs, assist Programmers and Facility Supervisors and manage seasonal staff and volunteers. The successful candidate will leave having hands-on experience in event management, facility supervision, budgeting, sponsorships and other foundations of a parks and recreation department.

JOB DUTIES:

- Assist in the planning, development, implementation and supervision of programs and events
- Coordinate and assist the set-up and tear-down of equipment for events
- Provide clerical support including answering phones, registrations, payments and responding to general inquiries
- Use ActiveNet software to input program and event information for seasonal activities guide
- Maintain and purchase materials for the recreation department as needed
- Engage with patrons, vendors, staff and volunteers to build healthy, positive relationships
- May open and/or close facilities, ensuring safety of the grounds and building
- Monitor events and programs
- Other duties as assigned

QUALIFICATIONS:

- Open to individuals pursuing a degree/experience in Parks & Recreation, Leisure Studies or similar field
- Energetic, creative, motivated, and organized
- Comfortable to work and communicate with people of all ages and backgrounds
- Strong communication and socialization skills
- Physical ability to lift, push, pull equipment for set-up and tear-down
- Must be flexible with scheduling as position involves weekend and evening hours

Applicants will be invited to further participate in the selection process once a driving record and criminal history background check has been cleared.

APPLY AT:

City of Southfield Parks and Recreation Department

26000 Evergreen Road, Southfield, MI 48076

OR

Email application and resume to cfresia@cityofsouthfield.com

Applications can be downloaded from the City of Southfield's web site at www.cityofsouthfield.com.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Parks & Recreation Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.