CITY OF MAPLE GROVE
Park and Recreation Department
Job Opportunity

POSITION: Recreation Student Intern
DEPARTMENT: Parks & Recreation
HOURS: 40 hrs/wk, Summer 2014
CONTACT: Website: www.maplegrovemn.gov
APPLICATION DEADLINE: Friday, January 24, 2014 at 4:30pm

Position Objectives: Excellent opportunity to gain hands-on experience in the Parks and Recreation field, working with a very active and growing community Parks and Recreation program, Town Green, and Community Center during the summer of 2014. Position will involve all aspects of the department with a focus on teen center, skate park, city festival and outdoor performance area. Responsible for the completion of specific projects/duties to aid in the delivery of recreation, park and community center services while completing course work to complete a college degree program. Work is performed under the direction of the Superintendent of Recreation and other supervisory Parks and Recreation and Community Center staff.

Hours: 40 hours/week, primarily weekdays; occasional evening, weekend or holiday hours. Flexible schedule based on programming needs.

Please attach resume to job application.

Duties and Responsibilities: Develops internship objectives and desired experiences and self-manages to insure completion of objectives. Assists with supervision, coordination and promotion of Town Green functions and activities. Plans, organizes and completes recreation program responsibilities and recreation projects/tasks as assigned. Assists with promotional/marketing activities including brochure, newsletter, flyers, web page, social media and other items as requested. Assists in the coordination of recreation programs with other agencies, school and organizations to establish cooperative efforts and facilitate services. Provides information to customers and visitors about Parks and Recreation programs and community resources. Works cooperatively with other Park and Recreation/Community Center staff. Writes routine correspondence and reports such as memos, emergency and incident and accident reports. Attends public meetings and other staff meetings. Performs other related duties as assigned by the Superintendent of Recreation.

Requirements: Completion/near completion of a Parks and Recreation college curriculum requiring an internship/work experience to complete degree requirements preferred. One year or more of increasingly responsible experience working in a public Parks and Recreation agency preferred. Possession of or ability to obtain an appropriate valid driver’s license and pass a pre-employment drug screen.

APPLICATION PROCEDURE: All applicants must complete a City of Maple Grove Job Application Form. Use the online application on our web site, www.maplegrovemn.gov

If, due to a disability, you need assistance in completing an application or if you anticipate that you need auxiliary aids or assistance in the selection process, please contact the Human Resources Department at 763-494-6015 (494-6599, TDDY).