

INTERNSHIP OPENING RECREATION DIVISION **ATHLETICS DEPARTMENT INTERN – SUMMER LEAGUE 2022**

POSITION: MAY – JULY 2022 / PAY RATE: \$12.00 PER HOUR

RESPONSIBILITIES

- Serve as the League Coordinator, responsible for being the main contact and direct representative of the Tee Ball/Coach Pitch Program.
- Oversee registration, coach team selection, and pre-season meetings.
- Assist in the inventory and distribution of supplies and equipment.
- Assist in the recruiting and hiring of staff along with the scheduling, supervising, and evaluation of part time staff.
- Assist the coaches in the setup/tear-down of practices and games.
- Prepare records and reports including payroll, league/event schedules, evaluations, and marketing materials.
- Additional duties and experience can be gained from assisting in the planning, setup, tear down and administration of events such as: Lakeview Recreation Center operations, Majors/Minors Baseball League, Adult Softball League, Youth and Adult Tennis Program.
- Assist as needed in the management of Lakeview Recreation Center.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma required; some college experience highly preferred.
- Knowledge of computers including Microsoft Office and experience in event planning.
- Ability to work independently and maintain a flexible schedule.
- Display a good understanding of the philosophy of recreation sports programs.
- Some knowledge of sports skills and methods required.
- Ability to work cooperatively with private organizations and special interest groups.
- A valid driver's license.

OTHER

- Evenings and weekends will be required.
- We do not provide housing or living expenses for this internship.

TO APPLY

- To access instructions for the online application, visit <https://peoriaparks.org/careers/internships/>. Applicants may submit a resume and cover letter, but to be fully considered for an internship, the online application must be completed. Resumes and cover letters may be submitted as attachments to the online application, or may be e-mailed to ludson@peoriaparks.org. Applications will be reviewed until internship is filled.

