

JOB OPENING

PEORIA PARK DISTRICT – LAKEVIEW REC CENTER

ATHLETICS INTERN

POSITION: INTERNSHIP (NOV 2022 – FEB 2023)

PAY RATE: \$13 PER HOUR (HIGH SCHOOL LEVEL); \$16 PER HOUR (COLLEGE LEVEL)

LOCATION: LAKEVIEW RECREATION CENTER

RESPONSIBILITIES

- Serve as the League Coordinator, responsible for being the main contact and direct representative of the Youth Sports Program.
- Oversee registration, coach team selection, and pre-season meetings.
- Develop goals and objectives for their experience and evaluate them at the conclusion of the internship.
- Assist in the inventory and distribution of supplies and equipment.
- 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.
- Follow all safety procedures that pertain to the duties performed; support all aspects of the Park District's safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Knowledge of computers including Microsoft Office Suite.
- Ability to work independently and maintain a flexible schedule.
- Display an understanding of the philosophy of recreation and sports programs. Some knowledge of sports skills.
- Ability to work cooperatively with private organizations and special interest groups.
- Valid Driver's License.
- Ability to be professional, respectful, accountable, innovative, safe, and equitable to both internal and external customers.

OTHER

- Maximum of 15 hours per week for high school level; Maximum of 20 hours per week for College level.
- Location: Lakeview Recreation Center.
- Under the general supervision of the Recreation & Sports Coordinator.
- To apply for this internship: Please complete the Employment Application Form located at:
<https://peoriaparks.aaimtrack.com/jobs/>

