

JOB OPENING

PEORIA PARK DISTRICT

RECREATION ADMINISTRATION INTERN

POSITION: INTERNSHIP (NOV 2022 – FEB 2023)

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

LOCATION: NOBLE CENTER

RESPONSIBILITIES

- Assisting the Noble Center front desk staff with customer service functions such as answering phones, processing program registrations, and accepting scholarship applications.
- Data entry and file maintenance. Ensuring confidentiality of all records.
- Preparing reports for presentation.
- Following all safety procedures that pertain to the duties performed; support all aspects of the District's safety program.
- Performing all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Some familiarity with Microsoft Office products is preferred.
- Ability to focus on detail-oriented tasks, including analyzing and entering data.
- Ability to communicate both orally and in writing.
- Status as a High School or College student.
- Ability to bend, stoop and sit for long periods of time. Ability to lift up to 25 lbs.
- 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; 20 hours per week for College level.
- Under the general supervision of the Business Systems Supervisor.
- To apply for this internship: Please complete the Employment Application Form located at:
<https://peoriaparks.aaimtrack.com/jobs/>

