



Internship Position: Fall - Recreation Intern (Paid)

Location: South Portland Community Center, 21 Nelson Rd, South Portland

Hours: 20-40 hours/week based on student's availability and internship requirements

Compensation: \$11.00 per hour, up to 40 hours a week

*Internship is a non-classified position and does not have access to our benefits package or paid holidays.

Timeframe: The program will run from approximately early September to late December, 2019. The schedule is based upon internship course requirements and may involve non-course related work, such as weekend site supervision.

Purpose: To offer an internship program that will provide students with a well-rounded experience which introduces them to the day to day management of a public recreation department and its programs. This internship will provide students with a hands on learning experience in the following areas: youth sports leagues, adult sports leagues, before & aftercare program, senior programs and teen center.

Reports To: Recreation Operations Manager. This internship will also have significant interaction with other Recreation Managers and Coordinators in the department.

Qualifications:

- Intern should be currently enrolled in a Sport Management Program, Recreation Program or related field of study
- Excellent customer service skills
- Strong written and oral communication skills
- Ability to work with all ages and demographics
- Ability to work independently
- Dependable & responsible
- Ability to work evenings and weekends as needed

Desired Attributes:

- Self-motivated/initiative and ability to take direction
- Successfully be able to problem solve in a wide range of situations
- Desire to work as team member
- Profound interest in the field of Parks & Recreation

Essential Duties & Responsibilities:

- Assist in the implementation of a variety of recreation programs and special events
- Assist in the supervision of adult and youth activities and leagues
- Assist with program/event planning, marketing, scheduling and evaluating
- Assist with keeping track of and organizing program inventory
- Assist in operation of youth soccer & basketball leagues
- Assist as a counselor in the before & aftercare program 1-2 days per week (3-5:30pm).
Lead games and develop one program to implement.
- Assist in the operation of the adult basketball leagues 1-2 days per week (6-9pm).
Running clock, site setup and breakdown.
- Assist with supervision at the Redbank Teen Center 1-2 days per week (3-5:30pm). Lead
games and develop one program to implement.
- Assist with senior programming as needed. Chaperoning trips and programs.
- Attend departmental and regional organizational meetings when available
- Assist with front desk operations at the Community Center (answering phones, greeting
public, answering questions), and become familiar with our MyRec registration software
- Perform other duties as assigned.

**If interested in applying, please submit a resume and completed city application for
employment form and return to:**

Anthony Johnson
Recreation Operations Manager
South Portland Parks, Recreation & Waterfront
21 Nelson Road, South Portland, ME 04106

Application forms can be found on the City of South Portland website at www.southportland.org.

Application Deadline is August 8, 2019.