

## TOWN OF WINDHAM

Position: Facility Management Summer Internship Date: \_\_\_\_\_  
Department: Parks and Recreation Incumbent: \_\_\_\_\_  
Report To: Parks and Recreation Director Supervisor: \_\_\_\_\_  
Term: 15 weeks between May and September  
(FT including some evenings and wknds) Town Manager: \_\_\_\_\_  
Location: Town Hall & Dundee Park

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### General Summary:

The Windham Parks and Recreation Facility Management Summer Internship is a paid position designed to broaden knowledge, understanding and skills in the facility management field, along with a variety of service areas within the Parks and Recreation Department. This internship provides opportunities for students to apply educational concepts to real-world situations, improve skills and discover possible career paths.

### Essential Functions:

- Assists with interviews, staff training/orientation, staff scheduling and staff evaluations.
- Assists with reservation scheduling and cancellations.
- Communicates with staff regarding reservations, cancellations and other applicable updates.
- Completes daily deposits.
- Updates social media with Dundee Park events or closures.
- Assists with programs and events being held at Dundee Park.
- Develops a new program or add an additional amenity for the community at Dundee Park.
- Involvements with annual Capital Improvement Projects at Dundee Park.
- Assists with maintaining a safe and clean facility for all visitors and staff.

### Learning Outcomes:

- Gain a greater appreciation of serving the public sector and a greater understanding of the issues facing local government.
- Develop skills needed for effective citizenship.
- Develop critical professional skills in the Parks and Recreation field.
- Apply higher order thinking skills, such as critical thinking, analysis, synthesis, evaluation, and complex problem solving, to “real world” situations.

### Opportunities and Support:

- Daily access to the Parks and Recreation Team to ask questions, share ideas and process information.
- Connect with a network of professionals and learn more about the Town of Windham and local government.
- Enjoy challenging and fulfilling work that helps to advance and refine career interest in the public sector.

### Qualifications:

- Working toward a bachelor’s or master’s degree in facility management, parks & recreation or a related field.
- Effective communication skills both verbally and in writing.
- Considerable knowledge of and proficiency in current computer applications.

- Ability to handle multiple tasks requiring a high level of organization.
- Ability to maintain confidentiality and work effectively with diverse staff and the general public.
- Must have transportation to and from work.

Additional Eligibility Qualifications:

- Valid State of Maine Driver's License with clean driving record.
- CPR/First Aid Instructor certification or ability to obtain certification upon hire.

Working Conditions/Physical Demands:

Moderate to strenuous physical effort required; frequently required to stand, sit, bend, and squat for extended periods; expected to lift, carry and manage equipment and supplies up to 25 pounds. Work performed both in a normal office setting and outdoors; operates various automotive equipment, including truck, van, and bus, and travels to various locations and uses computers, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – up and down a lot assisting staff and citizens. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

**In order to be considered for an internship with the Windham Parks and Recreation Department please submit the following:**

- **Internship Employment Application**
- **Resume**
- **2 Letters of Recommendation (excluding relatives)**

*The Windham Parks and Recreation Department is accepting applications until this position is filled. Applications are available at Windham Parks and Recreation, 8 School Road, Windham, ME from M-F, 8:00 – 4:00 or online at [www.windhamrecreation.com](http://www.windhamrecreation.com). Submit applications via mail or e-mail.*

***For more information call 207-890-1905 or e-mail [parks&recreation@windhammaine.us](mailto:parks&recreation@windhammaine.us)***