

TOWN OF WINDHAM

Position: Facility Management Summer Internship
Department: Parks and Recreation
Report To: Parks and Recreation Director
Start/End Date: May – September (full time including some evenings and weekends)
Work Location: Windham Town Hall & Dundee Park

Position 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.

Job Responsibilities:

- Assist with staff training and orientation, staff scheduling, staff evaluation, team building
- Assist with scheduling reservations for all facilities
- Assist with other programs and events being held at the facilities
- Communicate with staff regarding reservations, cancellations and other applicable updates
- Maintain reservation finances
- Assist with phone calls, e-mail inquiries, data entry and other administrative duties as assigned
- Updating social media with facility updates
- Developing a new program for the community at a facility
- Involvement with Capital Improvement Projects in the Park

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

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

- General 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. Submit applications via mail or e-mail.

For more information call 207-892-1905 or e-mail parks&recreation@windhammaine.us