

Summer 2021 Student Intern- Recreation Department

Pay: \$11.85/hour

Up to 480 hours

Start as early as March 2021

The City of O'Fallon is looking for a Student Recreation Intern for the summer of 2021. This opportunity is designed to provide knowledge and experience in working in the Recreation field within municipal government operations. The position plays an important role in performing administrative and technical work in the analysis and development of programs, services, systems, policies and procedures. Our Recreation Interns earn \$11.85 hourly.

We're looking for someone who has the desire to use their knowledge of recreational programming to assist in evaluating and planning programming at the Renaud Center. This person should be enrolled in a college or university in the final year of a program leading to a degree in recreation or a closely related field. An accredited program is preferred. He or she should also have the flexibility to work varying shifts, including evenings and weekends.

As a Student Recreation Intern, your duties and responsibilities will include:

Assisting in the development of short- and long-range plans; including, gathering, interpreting, and preparing data for studies, reports and recommendations; coordinating activities with other departments and agencies, as needed.

Planning a career in a field that studies problems and procedures such as organizational change, communications, information flow, integrated production methods, or cost analysis.

Reviewing and evaluating programs and services to determine how well they meet the mission of the Renaud Center. This includes organizing and documenting results of studies and preparing recommendations for the implementation of new systems, procedures or organizational changes.

Analyzing data gathered and developing information to present to others, including supervisors, boards, commissions and the general public.

Preparing recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Developing or updating functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

Investigating and following-up on citizen requests for service, complaints, and requests for information, as assigned.

Attending meetings, seminars, and workshops related to administrative duties and responsibilities.

Could this be the opportunity for you? We are seeking employees who:

Exhibit self-motivation by always looking for ways to improve their knowledge and skills

Show great respect for others and their property

Get great satisfaction from contributing to what makes O'Fallon such a great place to live!

Applicants must:

Be enrolled in a program of study related to the recreation industry

Possess a valid driver's license

Apply on website: <https://ofallon.applicantpro.com/jobs/1589031.html>