



KENTON
COUNTY

PARKS & RECREATION INTERNSHIP

Seasonally: May – August

Prepared by Rhonda Ritzi, Recreation Programs Coordinator

Kenton County Parks and Recreation is seeking one **Parks & Recreation Intern** for the Summer Semester (May – August). This internship will be a well-rounded and comprehensive opportunity for those interested in a career in the Parks and Recreation field. The selected candidate will gain experience in the areas of programming, special events, parks maintenance, customer service, and marketing/promotion. We understand all internship requirements are different. We are flexible and will work with you to meet/exceed your college or university's internship requirement.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Assist with various programs and events offered by the department, including but not limited to: youth programs and activities, adult programs and leagues, senior programs and activities, and special events.
2. Assist Recreation Programs Coordinator in planning, developing, coordinating, and implementing recreation programs and activities.
3. Maintain equipment, materials and supply inventories needed for recreation programs.
4. Attend Recreation Commission and Community Group meetings as pertaining to internship.
5. Create, oversee and implement 1-2 new recreation programs, as it fits the department's needs and budget, for different age groups that are turn-key for future.
6. Assist in creating and conducting program evaluations to help determine programming needs.
7. Performs other duties or assumes other responsibilities as apparent or assigned.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES, TRAINING & EXPERIENCE:

1. Have a strong work ethic, be highly motivated, maintain a positive attitude, self-motivated, willing to take on new challenges and experiences, and be adaptable to the many changes in the recreation field.
2. Ability to work efficiently and safely, with or without direct supervision.
3. Display honesty, trustworthiness, dependability, and respectfulness.
4. Exhibit willingness to listen and learn. Ask for clarification as needed.
5. Able to communicate effectively verbally and written with participants, community members, and fellow employees.
6. Be attentive to the Kenton County Fiscal Court's standards, policies, and procedures.
7. Be an example of Kenton County Parks & Recreation's mission and vision statements.
8. Use computers and related software applications.
9. Declared major/minor within the recreation & parks administration, recreation management, or related field of study or other related degree, with an approved educational institution.

NECESSARY SPECIAL & PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

1. Minimum age 18. Preference given to candidates of junior status or greater.
2. Experience working with children of all ages.
3. Possession of a motor vehicle operator's license.
4. Pre-employment criminal history record check.
5. Able to lift, carry, push, and pull up to 40 pounds.
6. Able to walk and stand for long periods of time on different surfaces.
7. Occasionally work near moving mechanical parts or in outside weather conditions
8. Entirely hands-on and will typically work between 20-40 hours per week depending on internship requirements. Students should be able to work during Kenton County Parks & Recreation operating hours, including evenings and/or weekends as the position requires.
9. Start date may vary based upon department needs and class schedules. Time commitment is 12 weeks or length of required internship for graduation with a minimum of 20 hours weekly.

Compensation: This is an Unpaid/Volunteer internship; ideally for class credit.

