Position: Youth Services Intern

Work Schedule:
Minimum 15-20 hours per week; variable, including days, nights, weekends, and holidays as required.

Basic Job Description:
Student will assist the Youth Services division with programs including, but not limited to:

Babysitter’s Training Course, Party in Your Park, Summerfest, Summer Fun Camp, Discovery Camp, Movies in Your Park, Sunshine Kids, Daddy-Daughter Dance, etc.

Student will assist in planning programs, leading programs, program budget preparation, program evaluation, marketing, fundraising, volunteer recruitment/training, and other duties as assigned. The student will also be exposed to other departmental events as needed.

Student will have primary responsibilities in creating a marketing plan for our programs.

Qualifications:
The ideal candidate for this position will have the ability to work closely with staff and participants, the ability to organize resources and people, possess creative skills, be able to meet established goals, be punctual, and have computer desktop publishing skills. A major in Recreation Administration, Therapeutic Recreation, Marketing or related field is suggested.

Supervisors:
Jessica Ramos
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