



**Job Title: Early Childhood Education (ECE) & Special Events Intern
Summer 2023**

Williston Parks & Recreation District

Salary Range: \$10-15/hr + other earning opportunities @ WPRD

Supervisor: Special Events /Child sitting Events Manager

As the ECE & Special Events Intern, you will work directly with the Special Events & Child Sitting Manager in all stages of ECE and Special Events through creative ideas and innovative strategies. Your primary responsibilities would include assisting the Special Events/ Child Sitting manager with providing a safe environment for children, creating and planning public events, and helping to lead programs such as Kids Camp, which is one of WPRD's biggest summer programs.

This paid summer internship will help you acquire ECE & Special events skills and provide you with real-world knowledge and experiences. By the end of the summer, you will gain a broad experience in ECE and event planning/organization, which will help prepare you for any future career you pursue – while having fun!

Responsibilities

- Assists with ECE & Special Event program planning, event registration, rosters, mailings, and collection of fees for all ECE programs & Special Events.
- Assists in the planning and implementing Kids Camp weekly themes.
- Collaborates, communicates, and assists in scheduling use of all facilities for ECE programs & Special events.
- Communicates internally within the various WPRD departments regarding program operations, facility maintenance and scheduling.
- Substitutes as Kids Camp counselor and Special Events coordinator.
- Assist with tracking and reports of ECE programs to evaluate consumer satisfaction and increase retention.
- Assist with set-up and tear-down of various events and programs as needed.
- Support the Special Events & Child Sitting Manager with various daily tasks as needed.

Internship Project

- Create a summer program and/or event for WPRD
- Develop a budget for the program
- Collaborates, communicates, and assists in scheduling use of all facilities and marketing for event
- Assist with acquiring part time staff to help run the event/program
- Collaborate with Special Events /Child sitting Events Manager and other interns on project

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

Skills & Requirements

- At least a Junior pursuing a degree in ECE, Business or a related major.
- Be passionate about making a difference in the community.
- Effective organizational and interpersonal communication skills
- Front Page, Microsoft PowerPoint, Microsoft Word/Excel, and desktop publishing proficiency preferred.
- Requires a high level of creativity and resourcefulness.
- Strong written and oral communication skills.
- Excellent organizational skills – ability to handle multiple projects, identify priorities, and meet deadlines.
- Motivated team player with capability to work independently, as well as in a collaborative environment.
- Must be able to commit to the Williston Parks and Recreation District for the entire summer season.
- Must be available to work nights and weekends for events/programs as needed.
- Must be comfortable working in an indoor office environment and outdoors for various events/programs.

To be considered for this internship, all candidates must complete a WPRD Application and provide a cover letter & resume.

The Williston Parks and Recreation District's Mission is to have superior parks, facilities, and programs for all to enjoy an active life!