Job Title: Recreation Intern

Location: Rustad Recreation Center, 601 26th Ave E, West Fargo, ND

Job Type: Part-Time, Seasonal

Pay: $17–$19/hour

**Deadline:** **Sunday, March 23 by Midnight or until position is filled**

Join Our Team!

The West Fargo Park District is seeking a motivated Recreation Intern who is eager to gain hands-on experience in the field of recreation within a park district setting. If you are enthusiastic about working with community programs, events, and recreational activities, this internship will provide valuable insight and experience to further your career in recreation management.

Position Overview

The Recreation Internship is designed to offer students professional experience while working directly with recreation programs, community events, and office operations. This role involves a variety of tasks, from coordinating programs and managing budgets to assisting with special events and providing customer service.

Key Responsibilities

● Program Coordination: Assist in planning and coordinating recreational leagues, programs, and activities for youth and adults. Must learn and effectively utilize ActiveNet, our scheduling software, to manage registrations and coordinate programs.

● Event Planning: Support the planning and execution of community events, including setup, teardown, and overall event coordination.

● Concessions and Supplies: Assist with stocking and maintaining concession supplies.

● Budgeting: Participate in budget creation and financial tracking for various events and programs.

● Staff Supervision: Gain experience in supervising program staff, volunteers, and event operations.

● Office Support: Perform administrative tasks such as data entry, scheduling, and customer service.

Work Schedule

This internship requires a flexible schedule, with a mix of office hours, evening, and weekend shifts. Both full and partial internship opportunities are available.

Qualifications

● Education: Currently pursuing a degree in Recreation, Sports Management, or a related field.

● Customer Service Skills: Strong commitment to providing excellent customer service to community members.

● Teamwork and Leadership: Ability to work independently and cooperatively within a team and demonstrate leadership in various tasks.

● Computer Proficiency: Familiar with Microsoft Windows-based programs and comfortable using technology in a fast-paced setting.

● Time Management: Effective in managing time, multitasking, and completing tasks promptly.

● Work Ethic: Strong determination to meet goals, with a proactive and self-motivated approach.

Ideal Candidate

We are looking for an enthusiastic individual with a passion for community recreation and a positive, can-do attitude. Experience with event planning or program coordination is a plus.

Application Process

**To be considered for this internship, all candidates must apply online at** [**wfparks.org**](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwfparks.org%2femployment%2f&c=E,1,SubS_a-XOEmW_dv7HOuXF1ppocaJOrSilnl2o8rCsEl0nZtkExNC9OT2rjfA0M_Gz_z6hkAhAudNM2pa4iVA-Ig9eUHQHZKhcX3tghjHi5J8BYS9ww,,&typo=1) **and submit a cover letter and resume by Sunday, March 23rd, or until the position is filled.**

Conclusion

Join the West Fargo Park District as a Recreation Intern and gain real-world experience in recreation management while making a positive impact on our community. We look forward to receiving your application!

[**APPLY**](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwfparks.org%2femployment%2f&c=E,1,OEVRQZoelifh0QxEGP-wp7Bxl1hHbWONy0XueY0GqjAFOX8ocUwKYs7T2r2RFLo8-8h7UWGM7_gbysnb_twlrydbGypQwiXOoF6-LW2S_gmsLoEy&typo=1)