

# RECREATION INTERNSHIP

## **Program Goal**

The goal of the Town of Holden Beach's internship program is to introduce the intern to a municipal recreation setting and the programs and services applied within that setting.

## **Distinguishing Features of the Class**

An employee in this class will be responsible for performing tasks as related to recreation program planning and implementation as well as park maintenance. The intern will evaluate outcomes of programs and make recommendations for improvements/changes. Responsibilities will include budget preparation for programs, program scheduling, public relations, and special event coordination. It will also include implementing a park facility checklist prior to programs. Programs the intern will be involved with include, but are not limited to: summer day camps, athletics, senior programs, youth activities, family events, the beach ranger program and a summer concert series. Interns would also be exposed to facility construction and project management. All work is performed in accordance with departmental rules and policies. The intern is subject to hazards in parks and recreation including work in both inside and outside environments and in extreme temperatures. Work is performed under the general supervision of the Assistant Town Manager and is evaluated in terms of effectiveness.

## **Essential Duties, Responsibilities, and Objectives**

- To explore the divisions within the Holden Beach Recreation Department and gain a thorough understanding of how each works
- To become familiar with department policies and procedures
- To identify personal strengths and weaknesses in program planning and implementation and formulate methods for correcting weaknesses
- To understand the budgeting process and how it relates to programs and service delivery
- To acquire and maintain a progressive leadership role in conducting activities
- To become familiar with scheduling procedures and assign tasks accordingly
- To promote public relations with the general public and community agencies
- To accompany supervisors to pertinent meetings and professional development seminars
- To explore special events planning and implementation
- Ability to work a flexible schedule including nights, weekends, and holidays

## **Individualized Special Projects**

The intern is required to complete an individualized special project based on university requirements and the needs of the Parks and Recreation Department. Special projects will require considerable planning on the part of the intern and will be evaluated by the Assistant Town Manager.

## **Recruitment and Selection Guidelines**

Applicants should be a junior or senior pursuing an undergraduate degree in recreation or a related field. Candidates should be creative, self-motivated, and energetic. Leadership and communications skills are a necessity.

## **Physical Requirements**

Must be able to physically perform basic life operational functions of climbing, balancing, stooping, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

## **Special Requirements**

Possession of a valid driver's license (or ability to obtain)  
CPR/First Aid Certification (recommended)