



**Mission Statement:**

As stewards of the public spaces and natural resources of the Township of Spring, the Department of Parks and Recreation is dedicated to creating a vibrant sense of community and enriching the lives of citizens by providing beautiful parks, innovative programs and excellent customer satisfaction.

2850 Windmill Rd., Sinking Spring, PA 19608 – Phone: (610)-678-5399 Fax: (610) 678-4571

[www.springtwpberks.org](http://www.springtwpberks.org)

**JOB DESCRIPTION**

**Position:** Parks and Recreation Intern

**Department:** Parks and Recreation

**Position Reports To:** Director of Parks and Recreation

**Position Potentially Supervises:** Seasonal and Part-Time Staff

**General Description:**

The Intern will play a critical role in the daily operations of the Department. This individual will gain practical experience that will prepare them for a full-time opportunity in community recreation. This position will perform duties including but not limited to: administering previously planned programs and events, supervising seasonal and part-time staff, planning programs and events, providing general office support to Department staff and providing excellent customer service to all Department customers.

**Essential Job Functions:**

- Lead and supervise the current season's programs and special events
- Assist in planning and organizing the upcoming season's programming
- Assist with special events being held or being organized during the internship
- Market programs, events and services through a range of media outlets including the Township's website and Facebook pages
- Order program, event and facility supplies and equipment
- Assist with Front Desk operations including but not limited to program registrations, facility reservations and general customer service duties

**Required Qualifications (includes but is not limited to the following):**

- Applicant must be a minimum of 18 years of age and hold a valid driver's license
- Successful completion of required pre-employment background clearances and drug screening
- Majoring in Recreation, Leisure Studies, Sport Management or related field
- Knowledge of recreation programming, leisure studies and business practices
- One year of experience with customer service
- Demonstrated excellent verbal and written communication skills
- Excellent organizational skills with strong attention to detail and time management
- Physical requirements: Ability to sit, stand, reach at waist level and perform fine manipulation frequently. Stand, lift, carry, push and pull up to 50 lbs. Climb and balance, kneel crawl and reach occasionally. Good visual acuity. Ability to occasionally withstand exposure to weather, unprotected heights, confined areas, uneven terrain and traffic hazards.

### **Expected Hours of Work and Compensation**

Township hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday at the Municipal Building but Intern may have frequent traveling to various sites within the Township. Work will involve increased work week hours during peak seasons and periods of heavy work. Evening and week-end work will be required based on program and event schedules.

The Intern will be paid a wage of \$15.00 - \$19.00 per hour and will be paid by direct deposit every two weeks.

The Township of Spring is an Equal Opportunity Employer.

### **Deadline for Applications:**

- **Monday, April 3rd at noon.**
- Resume and cover letter should be addressed to:  
Judy Houck, Director of Parks and Recreation  
Township of Spring  
2850 Windmill Road  
Sinking Spring, PA 19608

Resume and cover letter should be submitted electronically to Lafayette College Meyner Center Associate Director Nicole Beckett at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu).

- Questions about the internship should be addressed to Nicole Beckett at the College's Meyner Center, 14 Kirby Hall, phone 610-330-5856.

### **Important Notice**

***Students should take note of the College's change in policy whereby students can now one time in their Lafayette career receive one course academic credit while being paid for an internship.***