



## Summer Internship Recreation Department Intern

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### Company/Location

Upper Macungie Township  
8330 Schantz Road  
Breinigsville, PA 18031

Upper Macungie Township is located in the beautiful Lehigh Valley, which is one of the fastest growing and third most populous region in the state of Pennsylvania. Upper Macungie Township itself is the fastest developing Township in the state of Pennsylvania. With this level of growth and development, we have worked to increase our recreational offerings and marketing presence. Our current population is estimated at 27,000 with an annual budget of over \$39 million. Our easy access to Pennsylvania routes 222, 22, and 78 makes Upper Macungie Township desirable to residents and businesses. We have a tremendous mix of housing, commercial, and industrial uses, as well as over 500 acres of Township owned park land divided into eleven different and open recreational spaces.

### Position Description

Upper Macungie Township is seeking a highly motivated, responsible, and capable student for a summer intern position. This person will assist the Recreation Department with several initiatives focusing on The Summer Recreational Camp program's activities and staff management, the Township's marketing efforts, and other administrative duties as needed. Applicants should have strong familiarity with the Microsoft Office Suite and various Social Media platforms. They should be comfortable in both office and outdoor settings, and they should be able to represent Upper Macungie Township and Lafayette College in a professional demeanor when interfacing with the public.

### Possible duties will include (but are not limited to):

- Assist with the planning and execution of the Parkland Area Summer Recreation Camp
- Act as Head Counselor; assist in the management of camp staff, oversee daily camp operations, run daily activities, manage daily data entry, record keeping and attendance
- Support the Township's marketing efforts; social media posts, analytics, assist in graphic design if needed
- Assist with planning and development for various UMT Recreational programming, administrative duties as needed
- Work will occur in our office and at various outdoor locations within the Township

Upper Macungie Township is seeking a qualified candidate to serve as a Recreation Department Intern. The position is 30-40 hours per week for 8-10 weeks with a wage of \$15-16/hour. The intern shall report directly to the Township's Recreation & Events Coordinator.

This internship opportunity shall provide valuable experience in a professional municipal setting with an emphasis on the planning and oversight of the summer camp program, along with program and event marketing through Social Media and the Township website. The selected intern will have the opportunity to utilize their recreation/business/marketing skills while representing Upper Macungie Township and Lafayette College in a professional manner.

Interested applicants must be very familiar with the Microsoft Suite, and various Social Media platforms. Applicants should enjoy working with children, working outdoors, and interacting with various members of the community.

The internship shall run approximately from June 5<sup>th</sup> through August 4<sup>th</sup>. The normal work week shall consist of 30-40 hours per week between Monday and Friday. The exact schedule will be determined by the Township and the intern.

#### Qualifications

- Must have valid driver's license and have transportation to and from Upper Macungie Township each workday. The Township office is approximately 30-35 minutes from the Lafayette campus.
- Must be computer literate; very familiar with all Microsoft programs (Word, Excel, Publisher) and various Social Media Platforms (Facebook, Instagram, Twitter)
- Applicants must be prepared to work outside, work with children, and interact with members of the community and represent Upper Macungie Township and Lafayette College in a professional manner.

#### Compensation

The intern will be paid a wage of \$15-16/hour, paid in equal amounts every two weeks. Normal taxes will be deducted from each paycheck.

Upper Macungie Township is a drug/alcohol-free work environment through the use of mandatory pre-internship drug testing and possible ongoing random drug testing.

All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, or national origin.

#### **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.***

### Deadline for Applications

- Noon on Monday, April 3, 2023
- Address Resume and Cover Letter to:
  - Michael Kukitz,, Recreation & Events Coordinator  
Upper Macungie Township, 8330 Schantz Road, Breinigsville, Macungie, PA  
18031. All submissions should be submitted in one attachment to  
[beckett@lafayette.edu](mailto:beckett@lafayette.edu).
  - Questions about the internship should be addressed to Nicole Beckett, Associate Director  
for Public Service, at the Meyner Center for the Study of State and Local Government, 14  
Kirby Hall. Phone (610)330-5856. Email. [beckett@lafayette.edu](mailto:beckett@lafayette.edu)