



SOLEBURY TOWNSHIP

Parks and Recreation Department

2024 Summer Internship

Description of Municipality:

Solebury Township is located along the Delaware River about 40 miles north of Philadelphia, and surrounds the art and theater town of New Hope. Solebury is a second class Township organized under the Commonwealth of Pennsylvania. Its elected officials consist of five Supervisors, each serving a six year term of office, who appoint a Township Manager to handle daily operations. The population is just over 8,700 over a 27.2 square mile area. Residents enjoy a wide range of cultural, historical and natural resources.

Job Summary:

The internship is intended to primarily assist the Parks & Recreation Director in day-to-day job activities, including Summer Camp programs, coordinating park mowing and maintenance performed by contractors, sports programming and planning, and administration. The position is to be paid, consisting of 20-30 hours weekly with a wage of \$15-\$20 per hour. The Intern will report directly to the Director of Parks & Recreation, but will interact with other staff, elected officials, and the public on a regular basis as necessary.

The selected candidate must have strong communication skills, both written and verbal, a working knowledge and understanding of Microsoft Office (Word and Excel), and be able to work comfortably in both an indoor office setting and outdoors. The candidate hired for this position will need to be a motivated self-starter capable of independent guided work. Strong critical thinking skills and a high level of discretion will be necessary, as the selected candidate will likely assist with updates and administration of the Township Parks/Recreation/Open Space Plan.

The ideal candidate will conduct themselves appropriately and effectively during interactions with business and governmental entities, and members of the public. The ideal candidate will represent both Solebury Township and Lafayette College in a professional manner.

This internship is an incredible opportunity for the right candidate to gain valuable experience in the day-to-day operations of a local government and a small parks and recreation department, to make important decisions independently, to make valuable connections in a field that needs young professionals.

This internship shall run 6 weeks from June 24th through August 2nd. The normal work week shall consist of 24-30 hours per week between Monday and Thursday, except during the Summer



Camp period (July 8-August 2) which runs Monday through Friday, with the exact schedule to be determined by the Solebury Township Parks & Recreation Director and the Intern.

Internship duties shall include but not be limited to:

- Assist the P&R Director and Staff Counselors at the Summer Camp Program
- Plan and assist with various recreation activities and events
- Assist with coordination and inspection of mowing and maintenance at Township parks
- Sports related programming for basketball and soccer
- Administrative duties

Qualifications:

- Must have valid driver's license and have transportation to and from the Township office and/or Summer Camp Program at Pat Livezey Park each workday.
- Must have current background clearances as required by law OR agree to provide required information to obtain same, and complete all forms necessary for employment.
- Strong communication skills and superior grammar.
- Proficient in Microsoft Office Suite (Primarily Word and Excel) and Social Media
- Organized, with an ability to prioritize time-sensitive duties.
- Interested in government and community outreach and working with children.
- Occasional attendance at meetings may be part of this internship experience.
- Be prepared to work outside.

Compensation:

The intern will be paid a wage of \$15-\$20 per hour in accordance with the Township pay period schedule, normally every two weeks. Applicable taxes will be deducted from each paycheck.

Solebury Township is an Equal Opportunity Employer. All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, national origin, sexual orientation, disability, or other non-merit factor.

Deadline for Applications:

- Friday, April 12th at noon.**
- Resume and cover letter should be addressed to Dudley Rice, Director of Parks and Recreation and submitted electronically to drice@soleburytwp.org.
- Resume and cover letter should be submitted electronically to Lafayette College Meyner Center Associate Director Nicole Beckett at beckett@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.