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CHESTNUTHILL TOWNSHIP



Community Profile

Chestnuthill Township is a scenic municipality in Monroe County, Pennsylvania, known for its beautiful natural areas and community-focused recreation programs. The Parks & Recreation Department provides essential services that enhance quality of life for residents, creating an ideal setting for students interested in recreational program management and community engagement.

Overview:

Chestnuthill Township is seeking an intern for the Parks & Recreation Department to assist with program development, promotion, administration, and oversight. A key component of the internship will involve supporting the Township's **Summer Day Camp Program (June 23 – August 1)** in an administrative and support capacity, ensuring smooth operations and enhancing program effectiveness.

1. Clear Deliverables:

The intern will be responsible for creating:

- A **program evaluation report** summarizing key insights, participation data, and recommendations for future improvements.
- A **marketing plan** for Parks & Recreation programs, including social media content, flyers, and other promotional materials.
- A **camp operations guide** outlining best practices, administrative processes, and logistical improvements.
- A **summary presentation** for Township officials detailing their contributions and findings from the internship.

2. Appropriate Scope:

- The internship aligns with the **8-week timeframe**, allowing the intern to gain hands-on experience with **program administration, event planning, and evaluation.**
- The intern will support **pre-camp preparations**, including registration and logistics, and assist with the **day-to-day oversight** of camp operations.

- By the conclusion of the internship, the intern will have **documented recommendations** for improving Parks & Recreation programming.

3. Meaningful Impact:

- The intern's **marketing efforts** will increase awareness and participation in community programs.
- Their **operational insights** will help refine the **day camp structure** for future years. • The **program evaluation report** will provide valuable data that can be used for decision making and future program enhancements.
- Their work will **directly contribute** to the municipality's ability to **offer high-quality recreational programs** to residents and the greater west end community.

4. Skill Development:

- **Event Coordination & Program Management:** Planning and assisting with recreation events.
- **Marketing & Community Engagement:** Creating promotional materials and social media content.
- **Data Collection & Reporting:** Evaluating program effectiveness through feedback and participation data.
- **Administrative & Operational Skills:** Managing schedules, assisting with logistics, budgeting, and overseeing day camp operations.
- **Public Speaking & Communication:** Presenting findings and recommendations to municipal staff.

5. Cross-Department Exposure:

- **Parks & Recreation Department:** Primary mentorship and oversight.
- **Administration:** Experience with budgeting, registrations, and municipal processes.
- **Public Works:** Coordination for facility maintenance and event setup.
- **Community Outreach:** Collaboration on marketing efforts and engagement with residents.
- **Township Supervisors & Officials:** Presenting internship findings and program improvement recommendations.

This internship offers **real-world municipal experience in parks and recreation management**, with a focus on **program development, administration, and strategic improvements**. It is a great opportunity for a student interested in **event planning, public administration, marketing, or recreation management**.

Work Schedule and Duration

- 40s hour per week
- June 23 - August 1, 2025 (Summer Day Camp period)
- On-site at Chestnuthill Township facilities

Compensation

- \$15.00 per hour

Application Instructions

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and parks and recreation management

Submit all materials to Nicole Beckett, Associate Director for Public Service (beckettn@lafayette.edu). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality/organization before applying to tailor their application materials accordingly.

Important Notices

- This internship qualifies for the Lafayette College policy allowing students to receive one course academic credit while being paid for an internship (one-time benefit during academic career)
- This is a Lehigh Valley internship, eligible for Gateway Career Center sponsored on-campus housing at no cost (limited availability)
- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
- For more information, contact Nicole Beckett, Associate Director for Public Service at beckettn@lafayette.edu