



### ***West Branch Parks and Recreation***

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#### **Summer 2017 Internship Position(Unpaid)**

**Duties:** Working directly under the Parks and Recreation management, duties will include planning and coordinating recreation programs, overseeing existing recreation programs, administering programs, administrative duties, daily operations, assist with special events and wellness activities, and opportunity for park and ball field maintenance. This position will be asked to work a variety of hours including days, nights, and weekends. Intern will be required to develop at least one turn-key new program.

**Internship Requirements:** An education major in therapeutic recreation, education recreation programming or sports management or related field is a plus, but not required. The intern must be sports/activity minded, and possess the ability and desire to work with people of all ages. The intern must have a general working knowledge of computers and computer programs such as word, excel and publisher. The position start date is in mid-May and end date is mid-August. Start and end dates are negotiable. Must be available to work at least 40 hours July 10-14<sup>th</sup> and August 14-18. Must also be available to assist with at a Special Event on August 4 and August 5. Position requires individual to lift to 50lbs.

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please contact Parks and Recreation Director Melissa Russell at [melissa@westbranchiowa.org](mailto:melissa@westbranchiowa.org) for further information.

Application deadline is March 3<sup>rd</sup> or until position is filled.