



Job Title:

Recreation Program Intern

Reports to:

Program Directors

Position Summary:

Under the direction of the Program Directors, the Recreation Program Intern will assist in planning, organizing, and implementing recreational programs and events for the community. This internship provides hands-on experience in recreation management, program coordination, and community engagement. The ideal candidate is a current student or recent graduate pursuing a career in recreation, sport management, or youth development.

Qualifications:

- Must be at least 18 years of age.
- Currently pursuing or recently completed a degree in Recreation, Sport Management, Education, or a related field.
- Strong communication and interpersonal skills.
- Passion for recreation, community engagement, and wellness.
- Ability to work independently and as part of a team.
- Ability to work with patrons and staff and exercise good judgment when interacting with people.
- Experience working with children in a coaching, mentoring, or teaching capacity is a plus.
- CPR and First Aid certified, or the willingness to obtain certification upon employment.
- Must have a valid driver's license.
- Ability to lift up to 50 lbs.

Duties and Responsibilities:

- Assist in developing and coordinating recreational programs, activities, and events for various age groups.
- Ensure a positive and safe environment for all participants, parents, and volunteers.
- Help with scheduling, registration, and participant communication.
- Assist in setting up and breaking down equipment for programs, activities, and events.
- Monitor participant engagement and provide feedback for program improvement.
- Support marketing efforts, including social media updates, flyers, and newsletters.
- Provide customer service and respond to inquiries from participants, parents, and community members.
- Maintain records, reports, and documentation related to program activities.
- Perform other duties as assigned by the Program Directors.

Hours:

- Hours will vary up to 40 hours per week. Availability to work flexible hours, including evenings and weekends as needed.

Pay Scale:

\$10 - \$12 per hour depending on experience and knowledge.

Please submit your resume to Seth Carey at scarey@maizerec.com. This position is open until filled.