

Centre Region Parks & Recreation Programming/Special Events Internship (Spring or Summer, 1 position available)

Intern reports directly to Recreation Supervisor

- General Council of Government overview including municipal members, governance, structure, voting, policies and procedures. Attend one General Forum meeting. Time here is spent with CRPR Director and combined with next two bullets, approx. one week.
- General CRPR overview including service areas, participant history and demographics, staffing structure, programming, and general day-to-day operations. Attend one CRPR staff meeting. Time here is spent with CRPR Director and combined with previous bullet, approx. one week.
- Targeted experience will include rotations in:
 - Customer service and front-end activities such as registering participants, scheduling pavilion rentals, answering general customer phone inquiries, providing general information, handling walk-ins and new resident inquiries. Time here is spent with FT Staff Assistant (approx. two weeks).
 - Facilities tour to include the two operating regional parks, several larger community parks, the two pools, the Active Adult Center, and Millbrook Marsh Nature Center. Time here is spent with Rec. Supervisor (approx. two-three days).
 - Orientation with Programming Staff to learn about various programs, classes, and special events. Schedules of other facilities will be reviewed for marketing and promotional needs. Focus will be on those programs that require additional marketing, promotion, and social media pushes in order to drive attendance. Time here is spent with Rec. Services Manager, Rec. Supervisors, Nature Center Supervisor, and AAC Supervisor (approx. one and a half weeks).
- Internship Project: CRPR **Special Event TBD** by intern and Rec. Supervisor; should take-place in early to late August before internship is completed. Project should include research and design (including approval process), solicitation of donations if necessary, design and marketing of event through various and traditional methods and through CRPR website, e-newsletter, and social media, event set-up/break-down and day-of responsibilities, and patron evaluation of the event. This project should be an event that runs a minimum of 4 hours and a maximum of 6 hours, and aimed for 75+ participants. The event should be held in any of the regional or community parks that most closely address the needs of the event. Internship Project can also serve as a fundraiser for CRPR's on-going Capital Campaign. Internship project will be chosen after initial two-three weeks of introductory time, and time will be provided during each introductory week for internship project focus and work time.
- Ideal for those studying parks and recreation, special events marketing, marketing, public relations, etc.