



Position: Parks, Recreation, and Tourism Intern

Founded in 1950, the Saint Louis County Department of Parks and Recreation includes more than 12,500 acres of green space, recreation centers, trails, water ways, playgrounds and a variety of other amenities for our community to enjoy.

Our mission is to provide high quality parks, facilities and recreation services that enhance residents' lives through responsible and effective management of resources.

For more information, please visit www.stlouisco.com/parks/getinvolved/internships.

Description:

The Saint Louis County Parks and Recreation Department seeks currently enrolled college students who are interested in gaining knowledge and experience in parks and recreation, programming, and customer relations. This position provides experience in programming, special events, facility operations, customer service and administration.

This internship will allow this individual(s) an unparalleled diversity of experiences throughout many of Saint Louis County's 70+ parks, 6 recreation centers and historical cultural sites.

Duties may include:

- Job shadowing with facility and parks staff (throughout Saint Louis County).
- Working with administrative staff on streamlining and updating reports, policies, and procedures.
- Assist with preparation and presentation of recreation programs.
- Shadowing and assisting special event staff.
- Collecting, gathering, and compiling data for future recreational programs.
- Assisting in the creation of a new program for the county.

Qualifications/Requirements:

- Working towards a college degree in Recreation, Sports Management or related field.
- Must have reliable transportation and valid driver's license.
- Strong written and verbal communication skills.
- Proficient with Microsoft Office programs (Word, Excel, Publisher, etc.).
- Must be able to sit or stand for extended periods of time for various periods of time including in adverse weather conditions outdoors. Physical labor is occasionally required including balancing, stooping, crouching or lifting up to 50 lbs.
- First Aid and CPR certification is preferred (or the ability to obtain certification within three months of employment)

Compensation:

This is an unpaid internship. We are willing to work with college advisors and encourage students to pursue college credit during the internship.

Hours:

Hours will include morning, daytime, evening, and weekend assignments.

Direct Supervisors:

Complex Manager and Recreation Supervisor of intern site -- one of the St. Louis County Parks Recreation Complexes:

- The Pavilion at Lemay (in Jefferson Barracks Park) -- 305 Gregg Road, St. Louis, MO 63125
- North County Recreation Complex (in Veterans Memorial Park) -- 2577 Redman Road, St. Louis, MO 63136
- Affton White-Rodgers Community Center -- 9801 Mackenzie Road, St. Louis, MO 63123
- St. Vincent Community Center (in St. Vincent Park) -- 7335 St Charles Rock Road, St. Louis, MO 63133
- Greensfelder Recreation Complex (in Edgar M. Queeny Park) -- 550 Weidman Road, St. Louis, MO 63011
- Kennedy Recreation Complex (in Wayne C. Kennedy Park) -- 6050 Wells Road, St. Louis, MO 63128

To Apply:

Please fill out an application located on our website at www.stlouisco.com/parks. Applications (along with your resume and cover letter specifying the "Parks, Recreation, and Tourism Internship") should be returned to the Volunteer Coordinator, Sue Bell at:

Affton Community Center
9801 Mackenzie Road
St. Louis, MO 63123
(314) 615-8865 phone
(314) 615-8821 fax
SBell@stlouisco.com

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