

# LOOKING FOR AN

# INTERN?

## INTERNSHIP POSTING INFORMATION

Agency: City of Bonner Springs

Position: Recreation Intern

Start Date: 5/27/24

End Date: 8/9/24

### DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under supervision of the Parks and Recreation Department, this seasonal position serves as a training ground for undergrad level students enrolled in a parks, recreation, and tourism program (or comparable) with emphasis on becoming a parks and recreation professional. The employee performs skilled and semiskilled activities assigned by their supervisor. This employee should possess good communication, organizational, computer and public relations skills.

Assume responsibility for current leagues and programs and assist department staff with implementation of these offerings. Create news releases and attractive fliers for the department.

SALARY INFORMATION:  Paid  Unpaid

OTHER INTERNSHIP BENEFITS (Housing, Transportation, Discounts):

APPLICATION PROCEDURE:

APPLICATION DEADLINE: 5/10/24

**LINK TO APPLICATION:** <https://www.paycomonline.net/v4/ats/web.php/jobs/Vie>

**MINIMUM REQUIREMENTS:**

**Knowledge, Skills and Abilities**

Working knowledge of finances and mathematics; strong telephone communication skills; excellent public relations and organizational skills; skill in use of MS word, Excel, PowerPoint, Publisher, and Internet Explorer; ability to manage activities; ability to answer incoming phone calls and walk-ins, respond to questions from the public, and direct calls or questions to appropriate personnel; ability to understand and enforce building policies and procedures and monitor building and activities; ability to learn and use Recreation software; progressive decision making, and personal responsibility; ability to be committed to the mission, vision, and strategic direction of the City of Bonner Springs; ability to obey and comply with all City ordinances and policies.

**Education and Experience**

High school diploma or GED is required. Must be currently enrolled in coursework related to parks and recreation.

**Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly

**CONTACT INFORMATION FOR QUESTIONS:**

Name: Justine Spease

Agency: City of Bonner Springs, KS

Position: Recreation Manager

Phone Number: 913-422-5321 Email: jspease@bonnersprings.org

