



City of Shoreview

JOB OPPORTUNITY

• 4600 North Victoria Street, Shoreview, MN 55126 •

• www.shoreviewmn.gov •

RECREATION INTERN

Shoreview Parks and Recreation is now hiring a Recreation Intern to work in our active department! Experience first-hand the inner workings of some amazing parks and recreation programs in a premiere metro-area facility. Learn how programs are developed and implemented, and work together with department staff to develop your skills in general management of recreation facilities and programs. This may include experience with:

- Adult, Senior and Youth programs
- Athletic leagues and sports programs
- Summer Discovery childcare & Adventure Quest summer playground programs
- Aquatic & Fitness programs
- Community Center Operations

Duties Include

- Assist with hiring, training and supervision of seasonal associate employees
- Coordinate seasonal programs and special event details, budget, and supplies
- Prepare equipment and materials for youth and adult programs
- Provide general office support and customer service for department
- Collaborate with recreation staff to develop marketing and communication for programs and facilities
- Other duties and special projects as assigned

This list is not intended to include all essential job functions, but is representative of the typical job duties. Note: This position requires regular and reliable attendance, the ability to concentrate and manage multiple priorities with frequent interruptions, good organizational skills, strong written and verbal communication skills, strong customer service skills, attention to detail, self motivation, and the ability to work well with others.

Minimum Qualifications:

- Enrollment in (or recent completion of) a degree program (Bachelor's or Master's) in Recreation or a related field
- Experience working with, and basic knowledge of, Microsoft Word and Excel
- Valid driver's license and satisfactory motor vehicle report

Desired Qualifications:

- Completion of at least two years of related college level coursework
- Experience working with Microsoft PowerPoint

Wage: \$14-\$15/hour depending on experience

Other: 30-40 hours per week, May – August; Hours include morning, afternoon, evening and weekends

To Apply: Go to our website at shoreviewmn.gov/jobs

Deadline: This position is open until filled

*** Free Community Center Membership ***

The City of Shoreview is an Equal Opportunity Employer. We are committed to building a culturally diverse workforce and encourage all qualified candidates to apply.