

## **CARRBORO RECREATION AND PARKS DEPARTMENT**

### **Intern Program for Future Recreation Professionals**

The Carrboro Recreation and Parks Department offers a year round internship program. Internships will have the opportunity to become involved in the various areas of responsibility that the department manages- **Administration, Programming, and Facilities Operation.**

Projects, Budget Management, and Policy Development are some of the Administrative areas that the intern will work within.

Programming responsibilities will vary from assisting with large scale community events to direct programming responsibility for special events. Daily, the interns will interact with the department's programming professionals.

The Facility Division manages the various parks within the Town of Carrboro. Interns will have the opportunity to work with the division staff. Depending on the time of the year, interns may become directly involved in park projects and facility development.

For more information: Contact- Dennis M Joines  
Recreation Administrator  
(919) 918-7378 or [djoines@townofcarrboro.org](mailto:djoines@townofcarrboro.org)

**An official Town application must be submitted for each position for which you are applying. In order to be considered, completed application(s) must be postmarked by midnight on the date that the position closes. Please do not submit resumes without an employment application.**

**March 8, 2007**

**FACILITIES ADMINISTRATOR – Recreation & Parks Department.** Full-time permanent. (Pop. 18,500) Manages recreation and parks facilities, administrative offices and reservation process; coordinates and develops long term facility planning, fund raising initiatives and partnerships. Requires education and experience equivalent to graduation from a college or university with concentration in rec. admin. or related field, park facility experience, computer skills, public relations skills and supervisory experience. First Aid/CPR certification preferred. Hiring range: \$43,595-\$45,775. Closing date: March 30, 2007.

**ENVIRONMENTAL PLANNER – Planning Department.** Full-time permanent. Administers regulations, reviews development applications, and supports citizen advisory boards and committees. Any combination of education and experience equivalent to a bachelor's degree and considerable experience in environmental planning required. Experience involving grants administration and public outreach preferred. Salary range: \$43,595-\$67,573; excellent benefits. Open until filled.

**TRANSPORTATION PLANNER – Planning Department.** Full-time permanent. Plans, administers and coordinates transportation planning activities. Represents the Town in regional transportation planning, prepares associated work programs and advises local officials. Prepares and presents reports, reviews and evaluates site plans and traffic impact analyses, and implements neighborhood traffic calming program. Provides staff support to Transportation Advisory Board and occasional support for other advisory boards or committees. Requires any combination of education and experience equivalent to a bachelor's degree and considerable experience in transportation planning. Excellent benefits. Salary range: \$43,595-\$67,573. Open until filled.

**POLICE OFFICER I – Police Department.** Full-time permanent. Performs entry-level law enforcement work on assigned rotating shift. High school graduate or equivalent and possession of valid NC driver's license required. NC Basic Law Enforcement Training certification required. Successful candidate must meet state and departmental requirements, including a comprehensive background investigation, drug screening, and medical and psychological examinations. Salary range: \$34,047-\$52,772; excellent benefits. Open until filled.