



Internship Opportunity

City of Deerfield Beach
Parks and Recreation Department
210 Goolsby Boulevard
Deerfield Beach, Florida 33442
Phone: (954) 571-4583
Website: www.deerfield-beach.com

Parks and Recreation Intern

- WAGE AND TERM:** Summer 2011
Non-paid internship
May through August 2011 (12 to 16 weeks)
Application Deadline – open until selection is made
- THE OPPORTUNITY:** Gain professional work experience with a city of 75,000 people work on a variety of administrative and special projects, assignments and tasks in support of the Assistant Director and Director of Parks and Recreation - projects are mutually agreed upon.
- SUPERVISION:** Reports to the Assistant Director of Parks and Recreation
- IDEAL CANDIDATE:** Completion of your Junior year in college with a major in Recreation and Leisure Studies, Business Administration and/or Parks and Recreation. Previous paid or volunteer recreation experiences desired. Must possess strong computer skills and a valid driver's license; Undergraduate, Graduate and Doctoral Students are welcome to apply.
- SELECTION CRITERIA:** Applicants whose experience and training are most closely suited to the needs of the City of Deerfield Beach Parks and Recreation Department will be selected for interviews. Criteria will be based on knowledge, skills and abilities necessary for the position.
- Required in Internship Applications:** Resume, cover letter, copy of transcripts (need not be official), and the name, address, phone numbers, FAX number, and E-Mail of your internship advisor and (3) three separate professional work related references. Also include a list of your top (3) goals you would like to accomplish during your internship.
Application submittals will be accepted via U.S. Mail or E-Mail
- MAILING ADDRESS:** City of Deerfield Beach
ATTN: Walt Bratton CPRP, Assistant Director
Parks and Recreation Department
210 Goolsby Boulevard
Deerfield Beach, Florida 33442
E-Mail: wbratton@deerfield-beach.com
- ADDITIONAL INFO:** For additional information, visit us the City of Deerfield Beach website at www.deerfield-beach.com or call Walt Bratton at (954) 571-4583

City of Deerfield Beach, Florida
Parks and Recreation Department
Job Description

College Internship
Parks and Recreation Administration

Essential Duties:

1. Assists in the planning, organization and implementation of a wide variety of Special projects and activities within the Parks & Recreation Department
2. Assists in the supervision of programs, part-time/seasonal and volunteer staff.
3. Maintains positive public relations with all participants and staff
4. Assists in the departmental tasks including report writing and record keeping
5. Attends departmental meetings
6. Completes special projects assigned by the Assistant Director, Director and/or their designee that cover all aspects of a municipal parks and recreation department
7. Work primarily follows a routine daily schedule with attendance at weekend and evening events required occasionally
8. Completion of one departmental project (chosen by the student with input from university advisor and agency supervisor)
9. Communicates regularly with agency supervisor through weekly meetings and informal communications
10. Responsible to follow and complete assignments as outlined on Student Internship Experience Agenda
11. Regular display of enthusiasm, a willingness to learn, and high level of accountability and reliability
12. Completion of related duties as assigned

Level of Supervision/Responsibility:

The Student Intern will be supervised by the Assistant Director of Parks and Recreation.

The Student Intern will perform a majority of duties according to general policies and guidelines established by the Parks and Recreation Department. Work will be reviewed for overall soundness in practice and conformance with general goals and policies.

Work Relationships:

Frequent contact is maintained with members of the community and program participants for a variety of purposes including explanation and interpretation of

policy and program goals, coordination of activities and rendering of program services.

Rev: February 2011