

Internship Opportunity

Organization Name: Matthews Parks, Recreation and Cultural Resource Department

Positions Available: 1

Contact Information: Corey D. King, CPRP
Recreation Program Supervisor
Matthews Parks, Recreation and Cultural Resource Department
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Qualifications

All prospective interns must be students majoring in Parks and Recreation or related field. Candidates are required to submit a letter verifying their status as an actively enrolled student. A valid driver's license is required. Successful applicants should have experience using computers, specifically Microsoft Windows applications. This position requires working weekends and some Holidays.

Description

Interns will work in each of the following areas: designing activities for summer camps, assisting with arts and craft programs, assisting with special event planning and implementation, athletic programming, youth athletic skill development, creating promotional material for programs /special events, program evaluation, completing daily/weekly tasks within the department, working with private businesses, neighboring municipal organizations and other departments within the Town of Matthews, and attending meetings with local advisory committee.

Work Conditions

This is medium work requiring exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds constantly to move objects. Climbing (stairs), balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions are required. Workers are subject to inside and outside environmental conditions.

Compensation: Hourly rate of \$8.95

Hours

Monday – Friday 8:30 AM – 5:30 PM
Weekend hours will vary

Length of Internship Availability:

May – August
August - December
January - May
(Start/End dates are flexible)

How to Apply:

Submit a resume and application letter explaining what the student hopes to accomplish and what their school requires for them to complete during the internship. Letters should be submitted as soon as possible via mail or email (as an attachment). Interview schedules will be established as inquiries are received. The Town of Matthews is an equal opportunity Employer.