



## Job Announcement

To: All Potential Summer Interns  
From: Dave White, Athletic Coordinator  
Date: 12-12-07  
Re: Summer Internship

### Summer Internship

Salary: \$8.00 per hour  
Under direct supervision of the Athletic Coordinator.

The Department only provides internships to students in a Parks and Recreation, Leisure Studies, or related curriculum from an accredited college or university. Internships will be handled in the same manner as a job application. This includes a drug screening and criminal background check. Intern will be expected to work 40 hours per week, which may include evenings and/or weekends. This schedule can be modified to fulfill course requirements that meet the needs of the intern and the University.

**To Apply:** Applications are available at the Parks and Recreation Administrative Offices at 12600 Old Statesville Road. You can also download an application at [www.huntersville.org](http://www.huntersville.org) and mail to HPRD, PO BOX 2879, Huntersville, NC 28070. The Town of Huntersville is an Equal Opportunity Employer. For more information, call 704-766-2230 or email [dwhite@huntersville.org](mailto:dwhite@huntersville.org).



PO Box 2879 ◊ 12600 Old Statesville Road  
Huntersville, NC 28070  
(704) 766-2220 ◊ (704) 992- 5528 (fax)  
[www.huntersville.org](http://www.huntersville.org)

## The Town of Huntersville Parks and Recreation Department Internship Program

### **Department Goals for Internship:**

The Huntersville Parks and Recreation Department has designed and implemented an internship program that provides students with a well-rounded experience which introduces them to all aspects of a diverse and comprehensive parks and recreation program. This provides them with an opportunity to put what they have learned, to work. It is a "hands on" experience that reflects what park and recreation professionals do on the job to ensure the necessary and enhanced services to the community.

### **Internship Program Goals:**

- To apply academic and practical experience to a hands-on, real life experience.
- To problem solve in a work environment.
- To exchange ideas and network with professionals in the field.
- To gain pride and appreciation in the field.
- To gain competent professional skills.

### **Guidelines for Internship:**

The Department only provides internships to students in a Parks and Recreation, Leisure Studies, or related curriculum from an accredited college or university. Internships will be handled in the same manner as a job application. This includes a drug screening and criminal background check for all interns.

### **Application:**

Please send a letter of inquiry, as well as, a current resume and a completed application form. When the department receives this information, an interview may be arranged. The student will be notified either in writing or by phone of acceptance by the Huntersville Parks and Recreation Department.

### **Compensation:**

Huntersville Parks and Recreation Department offers paid internships at the rate of \$8.00 per hour. We believe that the Department and the student have a partnership. We provide the Intern with the required knowledge and experiences to fulfill the internship standards of the university, while providing a valuable learning experience.

### **Working Hours:**

Interns will be expected to work 40 hours per week, which may include evenings and/or weekends. This schedule can be modified to fulfill course requirements that meet the needs of the intern and the University.

### **Dress Code:**

Dress will depend on the specific job assignments. When working in the office, professional attire is required. When working in the field, dress will be determined by job duties.

**Assignments:**

Assignments are based on the Intern's strengths, growth areas and interests. It is the intention of the Intern's supervisor to suggest events that will broaden the learning experience of the Intern. Areas assigned may include the following:

Administration  
Athletics  
Cultural Arts  
Facilities/Tournaments  
Park Operations/Maintenance  
Special Populations  
Summer Camps  
Youth Activities

As a member of Huntersville Parks and Recreation Department, you will provide quality support for all of our programs. Your responsibilities will vary based on the area you are assigned, however, as a member of the team your responsibilities may include:

- Exposure to budget preparations
- Attend departmental meetings
- Research, develop, organize, and implement new programs and/or events
- Review and research policies and procedures
- Market and promote the program and facilities
- Create and conduct community needs assessments
- Review, revise, and implement athletic rules and regulations based on current trends
- Monitor and evaluate the operations of adult and youth user groups
- Organize and work tournaments and athletic special events
- Exposure to managing a recreation center
- Learn the concepts of risk management for specified facilities

**Intern Responsibilities:**

The Huntersville Parks and Recreation Department will provide an environment which will give Interns an opportunity to grow as young professionals and learn from other parks and recreation professionals. The Intern will be responsible to:

- Familiarize them self with the procedures/guidelines for the internship.
- Create goals and objectives for the internship.
- Conduct them self in a professional manner.
- Be timely with all required written communication.
- Communicate effectively with your assigned supervisors.
- Seek opportunities to complement your work and educational experiences.
- Assist parks and recreational staff on projects and assignments.
- Practice excellence in your work.
- Be flexible by working the times and dates assigned to you. You will have to work some evenings and weekends.
- Notify your supervisor in advance of any anticipated absence from work.
- Evaluate each program and meeting you attend and discuss your observations with your

supervisor. Be willing to offer new ideas.

- Be appropriately dressed for all assignments.
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect. You are a representative of the Town of Huntersville and the Parks and Recreation Department.
- Ask for advice from your supervisor regarding any problems you cannot successfully solve yourself.
- Notify your supervisor of any academic deadlines that must be met, in regards to the internship.
- Become involved in any opportunity presented to you.
- Show initiative and creativity. Offer ideas and suggestions on program improvements.
- Communicate openly, honestly and professionally with all people you come in contact with during your internship.
- When you have free time, use that time to learn more about the operations of the department. Read any manuals, fliers, or brochures that will add to your knowledge of the department.
- Create and implement an administrative project. Discuss your project ideas with both your professor and supervisor to ensure the right direction is taken.

For more information, contact:

Dave White  
Huntersville Parks and Recreation Department  
PO Box 2879  
Huntersville, NC 28070  
(704)766-2230-phone  
(704)992-5528-fax  
[dwhite@huntersville.org](mailto:dwhite@huntersville.org)  
[www.huntersville.org](http://www.huntersville.org)