

## **Wimberley Parks and Recreation Internship**

**Internship Position:** Parks and Recreation Intern

**Location:** Wimberley Parks and Recreation Department

**Hours:** 30-40 hours a week

**Objective:** The Wimberley Parks and Recreation Department will offer an internship program that will provide students with a well-rounded experience by introducing the intern to many different programming areas and duties. Interns will be exposed to program development, implementation, marketing, general duties of operating the park, administrative duties, data reporting, committee meetings, and maintenance of the park. This internship will provide students with a hands-on learning experience while fulfilling the internship standards of the university.

### **Position Summary**

Gain hands-on transferable experience and training in Parks and Recreation. Provide exceptional customer service to participants and visitors. Furthermore, the Parks and Recreation Intern will plan, organize, implement, and coordinate a major recreation program and partake in a committee meeting along with other duties as assigned determined by the Natural Resource and Maintenance and Programs and Operation Manager.

### **Roles and Responsibilities**

- Assisting in planning and implementing recreation programs
- Assist with general office tasks and work with Microsoft Office
- Maintain current and accurate records for programs, facilities and services
- Prepare written reports as requested
- Set up and break down before and after programs and events
- Ability to work a flexible schedule including nights and weekends
- Work independently and closely with the Programs and Operations Manager, Recreation Programmer, and Natural Resource and Maintenance Manager.
- Assist with cleaning and basic maintenance of Blue Hole Regional Park and surrounding parks.

### **Center Qualifications**

- Intern should be currently enrolled or have identified field in Parks and Recreation, Natural Resource Management, or related field.
- Excellent Customer Service

- Strong written and oral communication skills
- Ability to work with all ages, and demographics
- Knowledge of First Aid/CPR certification or willing to obtain if hired
- Ability to work independently
- Desired Attributes:
  - Self-motivated/initiative and ability to take direction
  - Successfully able to problem solve in a wide range of situations
  - Ability to communicate effectively with a diverse audience
  - Desire to work as a team member

### **Application**

If you are interested in this position, please send a letter of inquiry and current resume to the Parks and Recreation Director.

## **Richard Shaver**

Director  
Wimberley Parks and Recreation Department

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