



Parks & Recreation Community Connection Internship

The Village of University Park-Parks and Recreation Department is offering an internship to high school students. The student will assist with projects, programs and events within numerous areas of the park district including, but not limited to: day camps, athletics, special events, senior programming, facility management, general programming, administration, budgeting, marketing, and working with children.

Please send resume, or a letter detailing interest, experience career interest and specific skills. Candidate must be responsible; self-motivated with excellent time management skills. Candidate should be available for flexible hours including after school (includes some nights), weekends and summer.

Candidates must be a current high school student with a 2.5 GPA or better. The internship includes a comprehensive experience within the district's operations with emphasis on education and planning, and hands-on activities.

- Must be between 15-18 years old to begin this internship.
- Candidate should have the ability to manage time effectively and have strong interpersonal and communication skills.
- Possess an exceptional academic aptitude and record.
- Demonstrate a commitment or strong interest in Parks & Recreation.
- Availability to commit for at least one or more time frames: (May-August),(August-November), (December-February) and (March-May).
- Previous experience with day camps, programming and/or sports are a plus.
- Demonstrate flexibility and willingness to try new things.
- Candidate should be prepared to work with children and adults

The internship lasts 8-10 weeks. It is the student's responsibility to verify with their teachers if the internship qualifies for credit.

Please send resume, cover letter, three references, DCFS background form and a letter of recommendation from a counselor or dean:

Submit all documents to:

**Village of University Park-Parks and Recreation Department,
698 Burnham Drive, University Park, IL. 60484
Attention: K. L. Childress, Director of Parks and Recreation Department**

Parks & Recreation Community Connection Internship

Thank you for your interest in working for the Community Connection Internship.

Internship Inquiry Form

General Information (Required-PRINT)

Name: _____

Address: _____ City: _____ Zip Code: _____

Telephone: _____ Email: _____

Current Level of Education: _____

Current GPA _____

Are you involved in any Hobbies/Clubs/Sports in school?
Please list them:

ADDITIONAL INFORMATION

Describe any specialized youth training, skills and extra-curricular activities: _____

Summarize any additional information you feel may be helpful to us in considering you for an internship.

You are required to commit to eight to 8 weeks and various times. Please circle one or more.

April- June	12 hours-per week	by March 13, 2017
July-August	20 hours-per week	by June 5, 2017
October-December	12 hours-per week	by October 16, 2017
January-March	12 hours-per week	by December 4, 2017

REFERENCES

Name: _____ Relationship: _____ Telephone: _____

Name: _____ Relationship: _____ Telephone: _____

Name: _____ Relationship: _____ Telephone: _____

Signature of Applicant: _____

Date: _____

Any questions, please contact us at (708) 534-4837 or 708-473-8165