



## East Windsor Parks & Recreation

25 School Street, East Windsor, CT 06088

Tel: (860) 627-6662

[www.EastWindsorRec.com](http://www.EastWindsorRec.com)

**Position:** *Recreation Intern*  
**Compensation:** *Minimum Wage (Hourly Rate)*  
**Employment Period:** *Mid-May to End of August*

### **About Us**

East Windsor Parks & Recreation is a proud and active member of the East Windsor Community. We are a municipal agency in Hartford County, serving a population of about 11,000. The department facilitates special events, a summer concert series, summer day camp, swim lessons and a recreation swimming/splash pad area during the summer months. The Recreation Intern will report to the Director of Recreation and Community Services, as well as work closely with both Camp Directors, waterfront staff and gatehouse/snack bar staff.

### **Job Summary**

The Recreation Intern position is an excellent opportunity for a Recreation & Leisure student or recent graduate that is interested in gaining hands-on experience in the public sector of the Parks and Recreation field. The intern position will involve multiple aspects of the department including special events, camp programming, aquatics programming, supervisory responsibilities, customer service, marketing and promotion.

### **Duties & Responsibilities**

Assist the Parks & Recreation Department Staff with daily operations of a busy, fast paced, comprehensive summer recreation program. This will include but is not limited to the following:

- Assist with daily operations of Summer Fun Day Camp
- Assist with preparing and leading summer staff orientation and weekly aquatics staff in-services
- Provide support to summer seasonal staff as needed
- Help plan and implement summer special events at the park for National Parks & Recreation Month in July
- Assist with weekly Summer Concert Series, as needed
- Assist with preparation/collection of bi-weekly payroll for summer seasonal staff
- Gain hands-on experience working with MyRec (Recreation Software) including reviewing registrations, printing rosters, sending email blasts, loading content and other functionalities
- Assist in developing and leading weekly leadership meetings for Counselor in Training program (CIT) for youth ages 14-16
- The Recreation Intern will learn the inner workings of our fully functional snack bar, as well as be given the opportunity to obtain American Red Cross CPR/First Aid certifications

### **Work Schedule**

Flexible schedule depending on department needs. Some weekend and evening shifts will be required due to special events and staffing. Maximum of 40/hrs per week.

### **Minimum Qualifications**

Applicants must be a minimum of 18 years of age with a valid driver's license and reliable transportation. Prefer college graduate or college student majoring in Recreation/Leisure Studies or related field. Excellent interpersonal and organizational skills needed. Experience in Aquatics and/or Camp Operations also preferred.

### **Application Process**

All applicants must submit a completed Town of East Windsor Employment Application (available for download at [eastwindsor-ct.gov](http://eastwindsor-ct.gov)) and resume. For more information, please contact Samantha Charette, Recreation Lead for East Windsor Parks & Recreation at [scharette@eastwindsorct.com](mailto:scharette@eastwindsorct.com).