



CITY OF
Highland Village
TEXAS PARKS & RECREATION

RECREATION/SPECIAL EVENTS INTERNSHIP

Starting Salary: \$10.00/hour, DOQ

Closing Date: Open Until Filled

This position is a temporary internship under direction of the Recreation Coordinator. You will provide support in planning, organizing and providing supervision and oversight for assigned recreation activities, services, special events, classes, camps, field trips and programs. There will also be opportunities to conduct outreach and marketing activities with users, donors, sponsors and community groups and you will perform related work as required. Recreation/Special Events Interns are expected to exercise a high degree of expertise, initiative and independent decision-making to insure customer satisfaction.

Minimum Qualifications

- High school diploma or GED
- Course work at a four-year University in Recreation Administration, Physical Education, Leisure Services or a related field.
- Ability to interact with guests, parents, and participants in a positive and professional manner, utilizing excellent guest service standards.
- Ability to assist as needed in the office; developing phone etiquette, program financials, answering customer inquiries, using ActiveNet (online membership and registration system).
- Prepare a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups
- Assist with promotion of department programs and activities including: email/text updates, design program fliers, and assist with developing seasonal program guide.
- Monitors program activities, including ensuring activities are running smoothly and responds to questions and complaints.

Special Requirements

- Must submit to and pass pre-employment drug test
- Valid Class C Driver's License with a good driving record as defined by City Policy

Please apply by submitting your resume to *humanresources@highlandvillage.org*

EQUAL OPPORTUNITY EMPLOYER