Borough of West Chester
Parks and Recreation Department
401 East Gay Street
West Chester, PA 19380
E-mail: parksandrecreation@west-chester.com
Office: 610-436-9010 Fax: 610-436-0009

Parks and Recreation Intern Job Description

The West Chester Parks and Recreation Department is seeking candidates for a Park and Recreation Intern. This is a great opportunity to gain practical experience in programming, event planning and executing, and summer camp development.

Responsibilities:

- Intern Special Event Projects
  - Coordinate and Execute the "Touch A Truck Day" Event.
    - Recruit Vendors, Entertainment, and Sponsors
    - PR and Media Promotion
    - Development & Distribution of Vendor Information Packets
    - Development of all Event Signage
  - Coordinate the Turks Head Music Festival Food Sponsors
    - Contact and Recruit local business and restaurants
    - Development and Distribution of Food Sponsorship Packets
    - Coordinate day of logistics
- Festivals
  - All Event Signage Development
  - Organize all Event Supplies
  - Event Block Captain
  - Work closely with Director, Assistant Director, and Program Coordinator
- Summer Camp
  - Camp Site Observations
  - Camp Counselor, as needed
- Public Relations
  - Assist with Marketing Plan for various programs and activities.
    - Distribution of Event Posters and Counter Cards to local businesses
    - Preparation of Event Press Releases
- Business Operations
  - Customer Service
  - Processing receivables, ie Program Registrations, Event Applications, and Summer Amusement Park Ticket Sales
- Attend and Participate in staff meetings
- Perform other duties as assigned by Director, Assistant Director, and Program Coordinator

Qualifications:

- Pursuing a Bachelors Degree
- Valid Driver's License
- Outstanding writing and interpersonal communication skills
- Excellent organizational skills and ability to multitask
- Professional demeanor and outstanding phone etiquette
- Proficient in Microsoft Word, PowerPoint, Excel, Access, and Publisher

Start Date: Position open until filled; requires 3-4 month commitment

Hours: 20-25 hours/week, Weeknight & Weekends on occasion

Compensation: This is a paid internship. Interns are paid based on experience and qualifications.

Supervision Received: Works under the supervision of the Director of Parks and Recreation, Assistant Director, and Program Coordinator.

Application Instructions: Submit the following application materials:

- Resume
- Cover Letter
- Three References

Send all applications materials to:
West Chester Parks & Recreation Department
Attention: Richard Ashenfelder, Assistant Director
401 East Gay Street
West Chester, PA 19380

For more information about our festivals, activities, and department, please log onto our website at www.west-chester.com

Deadline: February 24, 2017