



CTPR Internship Program

Job Title: Recreation Assistant-Intern

Closing Date: March 1, 2021

Pay Rate: \$11.50 hourly

Overview

Under the supervision of the Recreation Department Full Time staff, the Recreation Intern will assist in planning, implementing and coordinating special events, programs and will assist with day-to-day operational duties while completing college internship requirements. This position will satisfy a 15 week internship requirement. This position works up to 40 hours per week from May-September depending on availability. The Recreation Intern is responsible for completing necessary paperwork from College or University to obtain credit approval.

Anticipated Responsibilities

In coordination with the Recreation Staff, specific projects and tasks will be selected. Aside from direct responsibilities, the Recreation Intern will be expected to observe and participate in a variety of programs and events and become familiar with all CTPR activities.

Activities and expected tasks are listed as a guideline- actual tasks will be adjusted with the hired intern to meet internship requirements and goals.

Qualifications and Requirements:

Student in good standing with University or College and currently enrolled in a Bachelor's or Master's program studying recreation, sports management, leisure studies or related field; shows a genuine interest in gaining experience in recreation. Experience working with children and adults. CPR/First Aid/AED certification (available upon hire). Valid state of Michigan driver's license and the ability to maintain insurability under the Township's vehicle insurance policy. Must be at least 18 years of age and have valid driver's license for 2 years or more.

Final hire is based upon an acceptable criminal background and reference check.
The Township does not guarantee employment upon completion of the internship.

Applications can be found online at:
www.clintontownship.com/hire-me

Interviews will be scheduled via email after the application deadline. If you do not receive an email, please check your spam folder before contacting us.