



*Department of
Parks, Recreation & Forestry*

Job Posting

Park & Recreation Intern – Summer 2024

Village of Bellevue, Brown County

The Village of Bellevue is one of Brown County's fastest-growing municipalities, with over 16,000 residents. The Village provides a full range of Park, Recreation and Forestry related services to our residents. The Village is seeking Summer Intern to add to our team that is motivated to make a difference in our community and provide the highest quality of services to our visitors, residents, and businesses.

An intern with the Village of Bellevue Parks, Recreation & Forestry Department will receive a well-rounded internship experience in a growing, progressive community. The intern will be exposed to and gain experience in programming, marketing, personnel supervision, facility operation and financial management. The intern will assist with the administration, supervision, and leadership of park and leisure service-related functions such as but not inclusive to youth, adult and senior programming, special community events, park maintenance operations, park planning, urban forestry administration, and general office administration. The intern is expected to follow the general policies and procedures of the Village, complete all given work assignments, be a positive representative of the Department, and perform any other duties related to the internship experience as required by the supervisor and their university.

Prefer applicant to be at least a junior in either park and recreation administration, education / child development studies, political science, forestry, environmental planning, communications, public administration, or urban and regional studies, or other related field, have completed the necessary requirements with their respective college or university, and possess strong communication and organizational skills. Responsible for the design, development, and completion of one major project, as agreed upon between the intern, Director, and college/university.

Visit the Job Opportunities page on our website, VillageOfBellevueWI.gov to see the full job description.

HOW TO APPLY

To apply for this position, download an application from our website & send a **cover letter**, **resume** and **completed employment application** to Employment@VillageOfBellevueWI.gov

or mail a copy to:
Village of Bellevue
Attn: Human Resources
2828 Allouez Ave
Bellevue, WI 54311

CLOSING DATE

The position is open until filled. Next review of applications will occur on **Monday, March 18, 2024**.

The Village of Bellevue values a diverse workplace where all are welcome and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Date Posted: Friday, January 19, 2024

Posted On: ☒ Village Website ☒ Indeed ☒ Social Media ☐ Other:



*Department of
Parks, Recreation & Forestry*

Job Description

POSITION TITLE: Parks & Recreation Intern

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

LATEST REVISION DATE: 01/2024

PAY RANGE: \$15.00/hour

POSITION SUMMARY

An intern with the Village of Bellevue Parks, Recreation & Forestry Department will receive a well-rounded internship experience in a growing, progressive community. The intern will be exposed to and gain experience in programming, marketing, personnel supervision, facility operation and financial management. The intern will assist with the administration, supervision, and leadership of park and recreation-related functions such as but not inclusive to: youth, adult and senior programming, special community events, park maintenance operations, park planning, urban forestry administration, and general office administration. The intern is expected to follow the general policies and procedures of the Village, complete all given work assignments, be a positive representative of the Department, and perform any other duties related to the internship experience as required by the supervisor and their university.

ESSENTIAL DUTIES & RESPONSIBILITIES

Programming

- Assist with promoting, planning, coordinating, and evaluating year-round recreation programs and activities.
- Specific examples may include, but are not limited to: youth dance instruction, before & after school program, summer day camp, youth sports, older adult trips.
- Plan, organize and supervise (directly or indirectly through program staff) recreation programs and special events. Evaluate all programs/events, including equipment and facility needs, and make related program policy recommendations to the Director.
- Specific examples may include but are not limited to: an Rockin in Josten, Food Truck Rallies, older adult social event, and a family bus trip.
- Assist in the planning and coordinating of registration for seasonal recreation programs.

Marketing

- Assist in the advertising, promotion and marketing of recreation programs and special events.
- Prepare press releases, flyers, posters, and other necessary promotional pieces for various programs.
- Maintain a professional, cooperative relationship with Village and School District officials, staff, community/civic organizations and the general public.

Personnel Management

- Review and understand the Employee Handbook and various other Village or Departmental human resource policies and procedures.
- Assist in day-to-day supervision of seasonal recreational staff for assigned programming to include, but not limited to: dance instructors, day camp counselors, before & after school staff, and youth sports staff.
- Assist with employee and volunteer hiring processes.
- Implement and facilitate in-service trainings and meetings for recreational staff.

Facility Operations

- Schedule and coordinate facilities utilized for department recreation programs/events, including parks, schools, etc.
- Assist with scheduling facilities utilized for outside groups and the general public.
- Participate in general park maintenance operations, including housekeeping, routine maintenance, preventative maintenance, program support and scheduled improvements.
- Assist with the planning of park development and improvement projects.
- Attend and assist with the facilitation of the Senior Advisory Board and Park Commission.

Financial Management

- Submit financial reports on revenues and expenditures at the conclusion of assigned programs.
- Assist with various administrative functions, including billing, reviewing timesheets, ordering of equipment and supplies.
- Assist the Director in preparing and maintaining the recreation department budget.

Major Project

- Responsible for the design, development, and completion of one major project, as agreed upon between the Intern, Director, and college/university.

QUALIFICATIONS

Must be at least a junior in either park and recreation administration, education or child development studies, political science, forestry, environmental planning, communications, public administration, or urban and regional studies, or another related field, have completed the requirements with their respective college or university, and possess strong communication and organizational skills.

PHYSICAL DEMANDS

Some duties require the employee to work under extreme weather conditions and environmental conditions of the worksite; be exposed to hazardous work environments; work outdoors and in an office setting. The job requires the employee to climb ladders, walk and stand for extended periods across rough terrain and move heavy objects.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position

