



DIRECTOR Internship Opportunity

OXFORD PARKS AND RECREATION DEPARTMENT

A full service, year round municipal department serving the greater Oxford community and Talawanda School District.

Mission: Our mission is to enhance the quality of life of those we serve by providing quality recreation programs, facilities and parks.

Intern Hours:

Flexible, 4 hours per week up to a maximum of 20 hours per week, dependent upon the needs of both OPRD and the intern. This is an unpaid position. To provide the most valuable experience in a public Parks and Recreation setting, this position may require a varied schedule to include week days, week nights, or some weekends.

Nature of Work:

The intern will be responsible for assisting with the implementation of the daily operational needs of the Parks and Recreation Director, including but not limited to, marketing, aquatics, concessions, budgeting, community events, and staff administration. **Due to COVID, it's possible for some of the intern hours to be completed remotely, depending on the skills and abilities of the intern, as well as the current needs of the department, but a majority of the work will need to be completed in-person. Social distancing and mask wearing will be enforced for the work setting.**

Skills, Knowledge and Abilities:

- Enrolled in marketing, sports management, coaching, or related major of study.
- Ability to work flexible hours as needed for programs and community events.
- Ability to stimulate interest in an appreciation of parks and recreation activities.
- Ability to relate well with all age groups and deal with the public in a tactful and courteous manner.
- Ability to work independently in performing specific aspects of the work.

Specific Responsibilities:

- Assists Parks and Recreation Director in organizing, promoting and implementing events, preparing for the aquatics and concessions season, long term vision planning, budget preparation and evaluating operations and events.
- Provides assistance as needed to facilitate the success of the programs.
- Maintenance and inventory of supplies and product ordering.
- Attend various community organizational meetings.

Reports To: Parks and Recreation Director

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