

Moline Parks and Recreation 2023 Internship

Distinguishing Features

The City of Moline is seeking highly motivated, energetic Park & Recreation, Sports Management, or Event Management students looking to complete an internship with the City's Park and Recreation Department. The City of Moline (population 43,483) is located in Rock Island County, Illinois, nestled between the Mississippi River and the Rock River. Moline, East Moline and Rock Island in Rock Island County, Illinois, and Bettendorf and Davenport in Scott County, Iowa, form the "Quad Cities," a metropolitan area with a population of nearly 400,000. The Moline Parks and Recreation Department operates 23 parks including over 700 acres of land, Riverside Family Aquatic Center, two dog parks, Greenvalley Sports Complex, two cemeteries, indoor and outdoor rental facilities, over 16 miles of trails, and more!

Internship will include exposure to multiple areas of the Park and Recreation Department. Areas of focus can vary depending upon interest, but will include: Athletics, Aquatics, Special Events, Cemeteries, Park Maintenance and Customer Relations.

Approximate employment duration: Minimum 400 hours total, can be adjusted to fit internship credit guidelines. Assigned work hours between 8:00 AM and 11:00 PM including weekends and evenings from May through August.

Deadline: Applications are accepted until such time a sufficient number of qualified applications is received to fill the position.

If interested send resume and cover letter and/or any questions to Eric Griffith, Parks Recreation Director, 309-524-2424 / egriffith@moline.il.us.

Acceptable Experience and Training

- Graduation from high school and working toward a bachelor's or graduate degree; and
- Have an interest in park and recreation in general and a willingness to learn the broader scope of services provided by city programs; and
- Preference will be given to current students of Park & Recreation, Sports Management, Event Management, or a related field.
- Ability to work as a team member and collaborate effectively with others;
- Strong verbal and written communication skills.

Required Special Qualifications

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen;
- Possession of a valid motor vehicle operator's license.

Examples of Essential Work (Illustrative Only)

- Work closely with professional staff on special projects, including but not limited to: project management, tournament/event management, staff/program scheduling, program evaluations, and goal setting;
- Implementation or creation of a concept of one new program as part of seasonal offerings;
- Observe and assist facility management and concession operations;
- Learn registration software system and assist with participant registrations, facility reservations and general inquiries;
- Assist with planning, scheduling and implementation of park programs, leagues, special events, and more;
- Support the marketing and promotion of the Parks and Recreation Department along with all programming, facilities and special events through various marketing strategies;
- Spend time learning other areas of the Parks and Recreation Department such as cemetery operations, field maintenance, pool maintenance, customer relations, and more;
- Act as the Summer Camp Director for a new, low cost/free camp; including hiring, planning and implementation.
- Other duties as assigned.

Goals for the Internship:

- Connecting students who exhibit passion for park and recreation programming with an opportunity to enhance the operation of our department.
- Provide a creative opportunity for contributions to the current season and future planning.
- Develop students with a wide range of park and recreation interests who ultimately feel more connected to all areas of park and recreation programming.
- Apply strategies to integrate students into the organization to allow for maximum inclusion and productivity.
- Ensure the development of students for the continued future growth and quality of the park and recreation workforce.

