



NIBLEY CITY Recreation Intern

(Open until filled, continuous future recruitment)

Application Deadline: reviewed every Wed (1st review on Sept 30th)

The thriving, young community of Nibley City in Cache County is seeking qualified and driven Interns to help build a Happy, Healthy, Connected Community. Depending on availability, experience and projects interns will receive an hourly wage of \$11 - \$13/hr DOQ. Interns may also be eligible for Seasonal and Part Time Coordinator positions, along with Recreation Specialists opportunities with Nibley City Recreation as they become available.

Internship Overview

Under supervision of the Recreation Director, or Recreation Coordinator, the Intern will plan, organize, implement, and evaluate recreation programs and community events. Upon completion of a recreation program and events training, office orientation, recreation resources tour, and job shadowing experience, the Intern will have an opportunity to gain valuable experience in the field of community recreation as they complete internship requirements to meet academic internship requirements and Nibley City Recreation Department needs.

Essential Functions

Depending on the interest of the intern and academic requirements, they will prepare promotional advertising; create or support events and or programs; monitor programs underway; prepare and maintain reports, inventory equipment; assist other staff members and the public as needed; and perform other related duties as assigned.

Duration, Schedule & Expectations

(Flexible and negotiable based on the Intern's schedule and academic program requirements)

- Flexible Schedule, Holidays OFF, Weekends OFF (except for a few special events)
- Flexible commitments are available for two to several months of work (anytime from Jan through Nov) based on need for program and event support.
- 10-20 hrs./week minimum, 25 hrs./week on average for most programs and events assigned

Career Development/Benefits

- Learning and implementing event management and or program development best practices
- The option of learning and participating in the development of one or more of the following: new fitness, youth sports, outdoor recreation, nature appreciation, art, and historical interpretation events and programs
- Experience in working within budget guidelines
- Connection to other professionals in the field through the Utah Parks and Recreation Association
- VALUABLE MARKETABLE EXPERIENCE

Physical/Environmental Factors

This work requires some lifting of heavy objects and boxes, office work and outdoor recreation work with potential exposure to adverse weather conditions. Work includes contact with the public and requires exceptional customer service skills.

Pre-assignment testing and other requirements

Prior to appointment, the intern applicant will be required to successfully pass a criminal background check. Possession of a valid driver's license is required and an ability to pull a trailer is a plus.

Application Information

- Interested applicants must provide an application, cover letter and Résumé outlining their previous job experience, recreation experience, education, interests and goals.
- Recreation Interns are recruited on a continuous basis; however, we are limited to available positions for a given time frame. Application materials should be submitted via email and should be addressed as follows:

Subject Line: Recreation Internship Applicant

Addressed to: Chad Wright, Recreation Director @ chadw@nibleycity.gov

Only Electronic applications will be accepted.