



City of Frankenmuth
Parks and Recreation Intern

Summary

This is a part time position responsible for assisting in the organization, coordination, and supervision of all parks, recreation programs, and related facilities. The Parks and Recreation Intern will be responsible for assisting in management of a wide variety of sports leagues, park operations, budget preparation, staff training, marketing, event management, and any additional related work. The general working hours of this position are Monday through Friday 8:00 a.m. and 4:30 p.m. with occasional nights and weekends. This position will be compensated at \$13.00 per hour for up to 40 hours per week for the duration of the agreed upon internship length.

Supervision

The Parks and Recreation intern shall work under the supervision of the Parks, Recreation, and Facilities Director.

Duties and Responsibilities

An employee in this position may be called upon to do any of the following essential duties.
(The following examples do not include all of the duties the employee may be expected to perform)

1. Represent the City of Frankenmuth Parks and Recreation in a positive manor.
2. Assist in planning, organization, coordination, and supervision of a variety of recreational sports, programs, and events.
3. Help schedule sports programs as well as events and assist in the preparation and processing of facility rental contracts
4. Assist in recruiting, training, scheduling, and supervising staff.
5. Assist in marketing, social media engagement, budgeting, and program evaluation.
6. Attend meetings as required both during and after normal working hours.
7. Work with and assist local volunteer groups as needed.
8. Assist park patrons with questions and concerns as needed.
9. Assist in the operation, management, and maintenance of all parks, public spaces, athletic fields, and facilities.
10. Perform routine maintenance such as: event set up and take down, prepping athletic fields, general grounds maintenance, general facility maintenance, etc.

Knowledge, Skills, and Abilities

1. General knowledge and interest in parks, recreation, and leisure services.
1. Ability to work in variety of environments including both indoor and outdoor.
2. Working knowledge of computers with experience using a variety of software programs.
3. Ability to work independently as well as with others.
4. Ability to communicate effectively in both written and verbal forms.
5. A valid Michigan vehicle operator's license is required.
6. The applicant must be enrolled in a related college degree program where the successful completion of an internship is required to graduate.

Physical Capacity Requirements

This position requires walking, standing, climbing, bending, stooping, twisting, lifting, reaching, handling, grasping, finger dexterity and/or feeling, sitting, talking, hearing and visual acuity.

Application Process

1. Interested applicants must submit a cover letter and resume via email to mbierlein@frankenmuthcity.com or by mail to:

Matthew Bierlein
Director of Parks, Recreation, and Facilities
240 W. Genesee Street
Frankenmuth, MI 48734

1. Applicants must provide proof of college enrollment in a Parks, Recreation, and Leisure Services degree program.
2. Applicants must also complete a City of Frankenmuth application form and participate in the interview process.
3. Successful applicants must pass a drug screen, physical, and background check.
4. Successful applicants must sign an internship letter of agreement stating specific objectives and required length of assignment.

Contact

Matthew Bierlein at 989-652-3440 (Ext. 141) or by email at mbierlein@frankenmuthcity.com for more details.