

City of Casey's Sports, Tourism and Recreation Internship

Description:

The City of Casey is a vibrant small town ideally located to focus on supporting our local businesses, attracting new businesses and appealing to regional tourism. People choose to live in Casey for friendly neighborhoods, inviting downtown, and community spirit. People choose to visit Casey for the unique world's largest landmarks, attractions, local artistry, dining, and recreational opportunities.

The Intern will share responsibility for the planning, coordination, and operation of selected recreation, tourism and sport programs and activities. Weekly hours may vary, but 40 hours per week is required. Various nights and weekends may be necessary. During the course of the Internship, the Intern will be exposed to and responsible for a variety of duties including but not limited to those listed below. While serving as the intern for The City of Casey, housing will be provided as well as a weekly stipend.

Duties:

- Help to develop, initiate, and supervise a city-wide recreation program for all ages.
- Participate in city council meetings.
- Provide program staff assistance.
- Lead recreation activities.
- Assist with marketing, sponsorship, and overall community outreach.
- Assist with *Big Things, Small Town*® tourism efforts.
- Encourage and develop adult and youth sports, contract classes, youth activities, summer day camps, trips, and special events.
- Oversee public service announcements for city programs and special events.
- Gain knowledge of and experience with the current city operations in regards to sports, recreation and tourism.
- Perform on-site program, instructor, and event evaluations and compile reports.
- Attend planning meetings for city and community-wide special events and economic development.
- Perform a variety of clerical and administrative duties as needed.
- Conduct site visits to recreation programs and park maintenance operations to gain knowledge and experience in each area as well as an understanding of how programs and operations interrelate.
- Other duties as assigned.

Requirements:

- **Must be in a current sports, tourism or recreation program at an accredited university.**
- Ability to work independently, exercising responsible judgment and initiative.
- Ability to maintain a high level of quality customer service.
- Possess excellent oral and written communication skills.
- Knowledge of basic office equipment and use of computer programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Possess strong organizational and time management skills.
- Possess general knowledge of recreation programs.
- Possess general knowledge of program organization and implementation.
- Ability to instruct, lead and supervise individual and group activities.
- Ability to follow oral, written, and demonstrated instructions.
- Ability to establish and maintain effective communication and working relationships with other interns, city employees, program participants and the general public.
- Possess initiative and willingness to learn with a strong desire for continued learning.
- Possess an interest in sports, tourism and recreation activity planning.

Send resume, transcripts and letter of interest to developcasey@mediacombb.net