

**POSITION:** Paid Recreation Programming Internship  
**AGENCY:** Northfield Community Services (Community Education & Recreation)

This recreation internship will be scheduled for approximately 20 hours per week for the last part of May, and 40 hours per week from June through August.

**Job Responsibilities:**

The summer intern will be responsible for overseeing program staff, program development, and will handle on-site supervision and overall effectiveness of various sport and aquatics programs. Another focus will revolve around the planning and coordinating of community events and camps. The position demands initiative taking, effective communication and outstanding customer service.

**Job Qualifications:**

- Evidence of successful related work, education related experience or future desire to work in recreation field
- Proof of excellent communication and human relations skills
- Proof of excellent decision-making and problem solving skills
- Ability to supervise part-time staff and program participants
- Willingness to work evenings and weekends as needed

**Application Process:**

Interested applicants should apply online at [www.northfieldschools.org](http://www.northfieldschools.org) by March 1, 2016.

**Application Materials:**

1. Letter of interest and resume
2. Internship application form – found online at [www.northfieldschools.org](http://www.northfieldschools.org) under “Community Members,” “Employment,” “Community Services Positions.”
3. 2 Letters of recommendation

**Questions regarding the position:**

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