



**Gaston County Parks & Recreation
Internship Job Description**

This position will offer semester long internship opportunities for undergraduate and graduate students in the parks and recreation and/or leisure services field and are also available to students interested in developing skills/knowledge in Marketing, Athletics, Sports Management, and Special Event Planning.

General Overview

Interns will have the opportunity to have hands on experience in a variety of parks and recreation work environments. Work settings may include parks, grounds maintenance, Senior Center, special events, and administration. Work is performed under the general supervision of the department director and/or designee and is evaluated through reports, personal conferences, and attainment of specific objectives related to coursework.

Learning Objectives

Assist with coordination, promotion, implementation, and evaluation of department special events.

Assist with marketing efforts for department programs and events as appropriate.

Provide reservation assistance to customers seeking to use County facilities.

Assist with scheduling of athletic fields and tournaments.

Conduct routine inspections of park facilities.

Assist with Senior Center operational duties.

Complete an independent special project in area of interest.

Knowledge, Abilities, and Skills

Must have the ability to establish and maintain successful working relationships with other County employees, community organizations, and the general public.

Ability to work nights, weekends, and holidays, as required.

Working Conditions

Minimum hazardous working conditions. This position requires night, weekend, and holiday work. Must be able to work outside in all weather conditions. Must be able to stand and walk for long periods of time. All accepted applicants must be willing to undergo a drug test and criminal background check.