



LOWER PROVIDENCE TOWNSHIP
Department of Parks & Recreation

100 Parklane Drive
Eagleville, PA 19403
(610) 635-3543 FAX (610) 539-6347

Lower Providence Township Parks and Recreation Internship Opportunities

JOB TITLE: Parks & Recreation Internship

LOCATION: Lower Providence Township Building
100 Parklane Drive, Eagleville, PA 19403

INTERN FUNCTION:

To assist the Lower Providence P&R department staff in planning, organizing, promoting, supervising, running and evaluating recreation programs and special events that:

- 1) further the department's mission;
- 2) satisfy the recreational needs of Lower Providence residents;
- 3) fit within the department's budgetary parameters; and
- 4) adhere to departmental policies and procedures

SUPERVISION:

Interns will receive immediate supervision from Lower Providence's Director of Parks & Recreation and/or Recreation Superintendent. The Agency Supervisor will be designated from this list on a case-by-case basis.

INTERNSHIP GENERAL TASKS:

- 1) Hours will be accrued while assisting department staff as they organize, lead, set-up, clean-up and evaluate a broad range of special events held during evenings and weekends throughout internship months. Activities include, but will not be limited to:
 - Spring Semester includes *Easter Egg Hunt, Spring Youth & Adult Programs*
 - Summer Semester includes *July 4th Celebration, Summer Camp Programs (3), Summer Youth & Adult Programs*
 - Fall Semester includes: *Community Fall Festival, Halloween Truck & Treat, Community Tree Lighting, Fall Youth & Adult Programs*
- 2) Additional Internship hours will be accrued doing administrative tasks in the Parks and Recreation Office as well as coordinating and running an inter-department program or activity during the internship.
- 3) Demonstrate courteous customer service at all times.
- 4) Perform other duties to enhance the internship experience as assigned by the Agency Supervisor.



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MINIMUM SKILLS AND ABILITIES:

- Ability to understand, remember and follow oral and written instructions
- Ability to work well with other staff members
- Excellent customer service, oral and written communication skills
- Ability to physically lead, organize, participate, and train others in programs and activities
- Willingness to take initiative and show ambition in the parks and recreation field
- Working knowledge of Microsoft Word, Excel, Power Point and Publishing
- Red Cross CPR and First Aid certified is a plus, but not required

Other: Must have a current (no more than one year old) FBI Fingerprint Background and a PA Child Abuse Clearance History.

CONTACT:

Karen M. Hegedus, Recreation Superintendent
Lower Providence Township Parks & Recreation Department
100 Parklane Drive Eagleville, PA 19403
610-635-3508
E-mail: khegedus@lowerprovidence.org
Website: www.lptrec.com

Please note:

- ***LPP&R extends internship offers following an on-site interview, review of the student's resume and review of the school's internship requirements.***
- ***LPP&R strives to provide the best internship experience possible. Success in this area depends on open and clear communication between the intern, Lower Providence Township staff and college/university contacts.***
- ***Continued internship is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.***
- ***Interns must provide in writing any vacation, school or travel commitments (dates/duration) that coincide with internship dates.***
- ***A stipend may be available but not guaranteed (Amount TBD).***



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Student Internship Application

PLEASE PRINT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (H): _____ Phone (cell): _____

E-mail address: _____

School Attending: _____ Year: _____

Internship Season: Spring Summer Fall Year: _____

Total Number of Internship Hours Required by school: _____

Estimating Start Date: _____

What do you want to get out of your Internship experience with Lower Providence Township Parks & Recreation? *(Attach additional sheets if needed)*

HOLD HARMLESS AGREEMENT

HOLD HARMLESS AGREEMENT: Any participant and/or his guardian, in consideration for the Township of Lower Providence through its Department of Parks and Recreation providing facilities, instruction, transportation, and supervision in the activity for which he has registered does hereby:

1. Agree to assume all risks & responsibilities of possible damage/ injury involved through participation in said activity. I understand I am to furnish my own insurance in case of injury.
2. Request permission to participate in the activity with the full knowledge that the said activity could result in damage or injury to me.
3. Agree to indemnify and hold harmless the Township, its department and agents from liability for personal injury or property damage resulting from my participation in said activity.
4. Intern Candidates will be subject to a pre-internship drug screen and the results must be negative or this internship offer will be immediately rescinded.
5. I understand that I may have to attend events/programs during the evening and weekend hours.

Participant's Signature: _____ Date: _____

(Signature confirms that participant has read and agrees to Lower Providence P&R Hold Harmless Agreement.)