Flowers Plantation Internships

Parks and Recreation Internship

**Position Title:** Youth and Family Programs Internship  
**Position Availability:** Fall 2014  
**Compensation:** Stipend, mutually agreed upon  
**Closing Date:** 05/01/2014

**Minimum Requirements:**
Must have a strong interest and knowledge of the different sports offered to the public by the department for patrons. Candidate should be task and project oriented with good organizational and communication skills. American Red Cross CPR/First Aid certification preferred. Candidate must be proficient with the Microsoft Office Suite including: Excel, Word, and Publisher. Strong computer skills are helpful with experience in BlueSombrero and/or IMLeagues beneficial. Multi-task oriented is a necessity. Requires ability to work a flex schedule and must be able to work nights and weekends. Most programming takes place during evenings and weekends.

**Position Description:**
The internship position in parks and recreation will include responsibilities associated with the total organization of youth and adult athletic leagues as well as special events. Responsibilities will include: developing and promoting athletic programs, program implementation, program supervision and evaluation, customer service, office responsibilities such as, payroll, purchasing of supplies, staff scheduling, special projects needed for specific areas and research. In addition, the intern must possess the ability to work effectively with other program areas within the organization. Other related work required.

**To Apply, Contact:**
Stephen Clayton  
Parks and Recreation Director  
Flowers Plantation  
(919) 553-1984 ext. 2 (W)  
(252) 320-9202 (C)  
sclayton@flowersplantation.com
Events Internship

Position Title: Special Events Internship
Position Availability: Fall 2014
Compensation: Stipend, mutually agreed upon
Closing Date: 05/01/2014

Responsibilities include but not limited to creating and executing events, selling, front desk concierges, creating flyers, website and Facebook design.

Job requirements-
Strong organizational skills and ability to prioritize
Excellent communication skills
Sales and Marketing experience
Professional appearance and great customer service
Good computer skills including MS Office, Excel, PowerPoint, Publisher, Photoshop and Social Media
Ability to work weekends

To Apply, contact:
Charis Painter
Event Coordinator
Flowers Plantation
(919) 553-1984 ext. 3
charis@flowersplantation.com