Position Title: Athletics Program Internship  
Position Availability: Summer 2014  
Hourly Rate: $8.25  
Closing Date: 02/21/2014  
Department: Parks and Recreation  
Division: Athletics

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. A good driving record is needed to obtain a City drivers permit. 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. Multi-task oriented is a necessity. Requires ability to work a flex schedule and must be able to work nights and weekends.

Position Description:  
The internship position in athletics 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 with in the Recreation Division and the Parks Division Field Maintenance. Other related work required.

Group Special Project:  
The group special project is an opportunity to broaden ones exposure to the City of Raleigh’s Parks and Recreation Department and to provide the department with a final product that supports its mission statement. The topic varies each year and may not be directly related to the intern’s field of study. Interns will work, as a group, to complete the special project. The group special project requires approximately 20 hours of work from each member and interns are expected to complete the project outside of their paid working hours. Exemptions to this requirement, based on other certification requirements, must be submitted to and approved by the Internship Committee before the first full week of work is complete.

To apply, contact:  
Jane Bailey  
Athletic Program Director  
Raleigh Parks and Recreation  
2410 Wade Ave  
Raleigh, NC 27607  
919-996-6836  
Jane.Bailey@raleighnc.gov
Position Title: Athletics Facility Internship  
Position Availability: Summer 2014  
Hourly Rate: $8.25  
Closing Date: 2/21/2014  
Department: Parks and Recreation  
Division: Athletics  

Position Description:  
The internship position in athletics will include responsibilities associated with the total organization of youth, adult athletic leagues and special events. The position will assist with facility management of the Walnut Creek Softball Complex and Buffaloe Road Athletic Park. Responsibilities will include: develop and promote athletic programs, program administration, program supervision and evaluation, monitoring facilities, customer service, office responsibilities, payroll, purchasing of supplies, staff scheduling, special projects needed for specific areas and research. Ability to work with other program areas within the Recreation Division in addition, work with the Parks Division Field Maintenance. Other related work required.  

Minimum Requirements:  
Must have a strong interest and knowledge of the different sports offered to the public. Candidate should be task and project oriented, have good organization and communication skills. A good driving record is needed to obtain a city drivers license. American Red Cross CPR/First Aid certification preferred. Candidate needs a flexible schedule to fulfill position duties. Must be proficient with the Microsoft Office Suite including: Excel, Word, and Publisher. Strong computer skills are helpful. Multi-task oriented is a must. Ability to work a flex schedule and must be able to work nights and weekends.  

Group Special Project:  
The group special project is an opportunity to broaden ones exposure to the City of Raleigh’s Parks and Recreation Department and to provide the department with a final product that supports its mission statement. The topic varies each year and may not be directly related to the intern’s field of study. Interns will work, as a group, to complete the special project. The group special project requires approximately 20 hours of work from each member and interns are expected to complete the project outside of their paid working hours. Exemptions to this requirement, based on other certification requirements, must be submitted to and approved by the Internship Committee before the first full week of work is complete.  

To apply, contact:  
Jane Bailey  
Athletic Program Director  
Raleigh Parks and Recreation  
2410 Wade Ave  
Raleigh, NC 27607  
919-996-6836  
Jane.Bailey@raleighnc.gov
City of Raleigh Summer 2014 Internships

Position Title: Youth Programs Intern
Number of Positions: 1
Closing Date: N/A
Salary/Hourly Rate: $9.50/hour
Department: Parks and Recreation
Division: Recreation
Work Location: Youth Programs/Garris Building

Position Description:
This position allows the intern to gain a broad knowledge in operations of programs for school aged children. This position will include responsibilities associated with the organization, supervision, and evaluation of the Summer X-Press program. Responsibilities include assisting with program operations including: program marketing, interaction with the public, equipment management, program planning, implementation; supervision of staff that work with camp programs, and administrative responsibilities including payroll, purchasing of supplies. Interns are also required to work a departmental special project with our Parks and Recreation interns.

To apply, contact:
Joseph Voska
Recreation Program Manager, Youth Programs
919-996-6165
joseph.voska@raleighnc.gov
820 Clay Street, Raleigh, NC 27605

Minimum Qualifications:
Applicant should have knowledge of programming and/or working with school-aged children (aged 5-11). Applicant should also have an interest in programming and/or working with school-aged youth as a profession. Applicant should be task and project oriented with good organizational and communication skills. Applicant should possess a current certification in CPR/First Aid/AED/EPI Pen or ability to obtain certification when position begins. Applicant should possess a good driving record which is needed to obtain a City driving permit. Applicant must be proficient with the Microsoft Office Suite including: Excel, Word, and Publisher. Experience working with children required. Experience overseeing staff working with children preferred.

For more information contact: Joseph Voska @joseph.voska@raleighnc.gov
City of Raleigh Summer 2014 Internships

Position Title: **Assistant Camp Director (Adventure/Teen Challenge)**

**ERP Job Code:** 09405  
**FLSA:** Exempt  
**Closing Date:** May 1, 2014  
**Hourly Rate:** $10.50  
**Department:** Parks and Recreation  
**Division:** Adventure

**Position Description:**
The Assistant Camp Director monitors group of 12 teens in a variety of outdoor settings, proactively managing inherent risks in adventure activities and providing instruction to campers in specific adventure skills (Biking, Climbing, Kayaking and Surfing). Hours are roughly 7:30AM to 5:30PM on week day camp sessions. Overnight camping trips and throughout the state are from 7 am to 9:45 pm. This position is primarily field based with 90% of time spent outdoors at camp and 10% at facilities.

**MINIMUM QUALIFICATIONS:**
- Must be able to lift 45 lbs. independently and 100 lbs. cooperatively.
- Must be able to walk 1 mile over uneven terrain with a day pack.
- Recent experience with Biking, Kayaking, or Rock Climbing.
- Assistant Camp Director must be able to attend all required staff trainings, work all sessions of camp and post camp clean up days.

**Current certification in the following:**
- Wilderness First Aid Certification or ability to obtain at an internal training prior to June 16. Must be current through the month of August.
- Water Front Life Guard Certification or ability to obtain at an internal training prior to June 16. Must be current through the month of August.
- Able to obtain and maintain a City of Raleigh drivers permit at an internal training prior to June 16

**KNOWLEDGE AND SKILLS:**
- Leadership and public relation skills
- Decision-making skills
- Understanding of the teenage population and behavior

**RESPONSIBILITIES:**
- Assists Adventure Specialist with rescues and or medical emergencies in various settings (river, rock site, biking trails, etc.) as needed.
- Drives vehicles with trailers to various locations throughout the state.
- Enforces all City of Raleigh and Adventure Program policies, rules and regulations.
- Inspects equipment and program area for unsafe conditions or equipment.
- Monitors group of 12 teens in a variety of outdoor settings and locations.
- Completes additional duties as assigned by supervisor.

**RESPONSIBLE TO:** Adventure Program Manager

**For More Information Contact:**
Adventure Program  
Parks and Recreation Department  
2401 Wade Ave.  
Raleigh, NC 27607  
919-996-6855
Position Title: Community Center Intern/Jaycee Center
Closing Date:  
Hourly Rate: $7.25/hour  
Department: Parks and Recreation  
Division: Recreation

Position Description:  
This position will include responsibilities associated with the operation and management of a community center for the City of Raleigh Parks and Recreation Department. The intern will work with several programs operated through the community center, including summer camps, youth athletic leagues, and assist office staff with daily administrative duties. The intern will be expected to work with patrons of all ages, children, volunteer coaches, and staff. The intern will also be expected to complete a special group intern project. By the end of the internship, the intern will have learned how to successfully manage of community center. Working hours may include evenings and weekends as needed, and will average 30-36 hours per week.

MINIMUM QUALIFICATIONS:  
Intern should be in the process of obtaining a degree in a field related to Parks, Recreation and/or Sports Management. Some experience in a work setting required. Experience working with children strongly preferred. Parks & Recreation experience preferred.

KNOWLEDGE AND SKILLS: Computer skills – Microsoft Office.

RESPONSIBILITIES:  
- Assist with front desk duties, including answering phones, word processing, class registration and patron assistance.  
- Assist with payroll and other administrative duties.  
- Work on any special events as assigned.  
- Assist with summer camps as needed.  
- Assist with youth athletic leagues as needed, such as scorekeeping or field/gym managing.  
- Assist the community center director/assistant director on any projects as needed.

RESPONSIBLE TO: Dan Bacon, Director, Jaycee Community Center

For More Information Contact: Dan Bacon – dan.bacon@raleighnc.gov
City of Raleigh Summer 2014 Internships

Position Title: Community Center Intern/Lake Lynn
Closing Date:  
Hourly Rate: $7.25/hour
Department: Parks and Recreation
Division: Recreation

Position Description:
This position will include responsibilities associated with the operation and management of a community center for the City of Raleigh Parks and Recreation Department. The intern will work with several programs operated through the community center, including summer camps, youth athletic leagues, and assist office staff with daily administrative duties. The intern will be expected to work with patrons of all ages, children, volunteer coaches, and staff. The intern will also be expected to complete a special group intern project. By the end of the internship, the intern will have learned how to successfully manage of community center. Working hours may include evenings and weekends as needed, and will average 30-36 hours per week.

MINIMUM QUALIFICATIONS:
Intern should be in the process of obtaining a degree in a field related to Parks, Recreation and/or Sports Management. Some experience in a work setting required. Experience working with children strongly preferred. Parks & Recreation experience preferred.

KNOWLEDGE AND SKILLS: Computer skills – Microsoft Office.

RESPONSIBILITIES:
• Assist with front desk duties, including answering phones, word processing, class registration and patron assistance.
• Assist with payroll and other administrative duties.
• Work on any special events as assigned.
• Assist with summer camps as needed.
• Assist with youth athletic leagues as needed, such as scorekeeping or field/gym managing.
• Assist the community center director/assistant director on any projects as needed.

RESPONSIBLE TO: Chris Nadeau, Assistant Director, Lake Lynn Community Center

For More Information Contact: Chris Nadeau – chris.nadeau@raleighnc.gov
City of Raleigh Summer 2014 Internships

Position Title: Community Center/Youth Sports Camp Director Intern
Closing Date: 
Hourly Rate: $7.25/hour
Department: Parks and Recreation
Division: Recreation

Position Description:
This position will include responsibilities associated with the operation and management of a community center and supervision of a youth specialty sports camp for preschool and school aged children for the City of Raleigh Parks, Recreation and Cultural Resources Department. The intern will work with several programs operated through the community center, including summer camps, youth athletic leagues, and assist office staff with daily administrative duties. The intern will be expected to work with patrons of all ages, children, volunteer coaches, and staff. Responsibilities include assisting with program operations including: program marketing, interaction with the public, equipment management, program planning, implementation; supervision of staff that work with camp programs, and administrative responsibilities including payroll, purchasing of supplies. The intern will also be expected to complete a special group intern project. By the end of the internship, the intern will have learned how to successfully manage of community center and manage a specialty camp. Working hours may include evenings and weekends as needed, and will average 30-36 hours per week.

MINIMUM QUALIFICATIONS:
Intern should be in the process of obtaining a degree in a field related to Parks, Recreation and/or Sports Management. Some experience in a work setting required. Experience working with children strongly preferred. Parks & Recreation experience preferred.

KNOWLEDGE AND SKILLS: Computer skills – Microsoft Office.

RESPONSIBILITIES:
- Assist with front desk duties, including answering phones, word processing, class registration and patron assistance.
- Assist with payroll and other administrative duties.
- Work on any special events as assigned.
- Assist with summer camps as needed.
- Assist with youth athletic leagues as needed, such as scorekeeping or field/gym managing.
- Assist the community center director/assistant director on any projects as needed.

RESPONSIBLE TO: Susan Adams. Center Director, Optimist Community Center
James Triplette, Assistant Center Director, Optimist Community Center

For More Information Contact: Susan Adams: susan.adams@raleighnc.gov
James Triplette: jame.s.triplette@raleighnc.gov
City of Raleigh Summer 2014 Internships

Position Title: Chavis League Summer Intern
Number of Positions: 1
Closing Date: Open until filled
Salary/Hourly Rate: 7.25/hr.
Department: Parks and Recreation
Division:
Work Location: TBD

Position Description:
Primarily, this individual will assist in the special administrative tasks associated with supervising the Chavis Summer Basketball League at Shaw University. Duties will include scheduling officials, scorekeepers, organizing materials for the team manager’s meeting (preparing league rules, directions to the playing site, game schedules, etc.) and overseeing that the league is operated according National Collegiate Athletic Association (NCAA) rules and guidelines. Other duties of this internship may include carrying out other administrative tasks and assisting in community center based programming. The individual will report primarily to Halifax Community Center supervisors. Individual intern will work a total of 36 hours per week for the duration of the summer period (May 2014-August 2014). Some evening and weekend work may be required depending summer program needs and requirements.

Minimum Qualifications:
Applicant should have a working knowledge of athletic league programming. Applicant should also have an interest in athletic and community center programming. Applicant should be task and project oriented with good organizational and communication skills. Applicant should possess a valid driver’s license. Applicant must be proficient with the Microsoft Office Suite including: Excel, Word, and Publisher.

For more information contact:
To apply, contact:
Christopher Moore
Facility Director
Christopher.moore@raleighnc.gov
121 N. Tarboro Road
Raleigh, NC 27610
919-831-6378
Position Title: Camp Director (Teen Specialty Camp)  
Number of Positions: 1  
Closing Date: Until Filled  
Rate: $9.00/hr  
Department: Parks, Recreation and Cultural Resources – Recreation Division  

Minimum Requirements:  
- Experience working with teenagers in a camp, afterschool, or recreation setting.  
- Applicant needs to possess an energy and enthusiasm for working with teenagers.  
- Applicant should be well rounded, organized, and a self-starter with a high level of personal maturity, communication skills, confidence in dealing with conflict resolution.  
- Strong leadership and supervisory skills required.  
- Must possess or be willing to obtain First Aid and CPR certification  
- Possess a valid NC driver’s license with a good driving record which is needed to obtain a City driving permit.  
- Must attend all required trainings offered by the City of Raleigh starting in mid-May  

Responsibilities:  
- Planning logistics of camp, running activities and program.  
- Discuss issues and information with parents, and complete associated paperwork.  
- Creating a fun and safe environment for teens, and handling discipline problems.  
- Supervise an Assistant Director and 13-24 campers on a daily basis in a variety of settings and locations.  
- Enforce all City of Raleigh and Teen Program policies, rules, and regulations.  
- Engagement with campers and staff.  
- Complete additional duties as assigned by supervisor.  
- Maintain a high quality, safe, and fun camp while recognizing and responding appropriately in emergencies.  

Position Duties:  
This is an excellent opportunity to gain experience in program planning and working with teens in a camp setting. Responsible for implementing Teen Specialty Camp programming for middle school and high school aged teens. The Teen Specialty Camps serve ages 12-17 and are unique due to the variety of activities each camp will encompass. The summer is divided into 6 different camps. Camp runs from June 16-August 15. The camps include: Counselor In Training, Campus Cruisin’, Teen Corps, All Access Sports, Student Police Academy, and Youth Fire Academy. Applicants for this position should be highly motivated and responsible and take strong initiative to engage teens in programs.  

To apply, contact:  
Kent Hunt  
Teen Program Manager  
Raleigh Parks and Recreation Department  
2401 Wade Avenue  
Raleigh, NC 27607  
Kenneth.hunt@raleighnc.gov  
919-996-2141
City of Raleigh Summer 2014 Internships

Position Title: Camp Director (Teen X-Treme Camp)
Number of Positions: 1
Closing Date: Until Filled
Rate: $9.00/hr
Department: Parks, Recreation and Cultural Resources – Recreation Division

Minimum Requirements:
- Experience working with teenagers in a camp, afterschool, or recreation setting.
- Applicant needs to possess an energy and enthusiasm for working with teenagers.
- Applicant should be well rounded, organized, and a self-starter with a high level of personal maturity, communication skills, confidence in dealing with conflict resolution.
- Strong leadership and supervisory skills required.
- Must possess or be willing to obtain First Aid and CPR certification
- Must attend all required trainings offered by the City of Raleigh starting in mid-May

Responsibilities:
- Planning logistics of camp, running activities and program.
- Discuss issues and information with parents, and complete associated paperwork.
- Creating a fun and safe environment for teens, and handling discipline problems.
- Supervise counselors and campers on a daily basis in a variety of settings and locations.
- Enforce all City of Raleigh and Teen Program policies, rules, and regulations.
- Engagement with campers and staff.
- Complete additional duties as assigned by supervisor.
- Maintain a high quality, safe, and fun camp while recognizing and responding appropriately in emergencies.

Position Duties:
This is an excellent opportunity to gain experience in program planning and working with teens in a camp setting. Responsible for implementing Teen X-Treme Camp programming for middle school aged teens. Teen X-Treme Summer Camp provides a structured recreation curriculum designed for teens ages 12-14. Campers will get a chance to participate in activities ranging from arts and crafts, sports competitions, two field trips each week, recreational games, teambuilding, and much more. Applicants for this position should be highly motivated and responsible and take strong initiative to engage teens in programs.

To apply, contact:
Chiffonda Holloway
Teen Program Manager
Raleigh Parks and Recreation Department
2401 Wade Avenue
Raleigh, NC 27607
Chiffonda.holloway@raleighnc.gov
919-996-2142
Position Title: Teen Program Intern
Number of Positions: 1
Closing Date: Until Filled
Rate: $9.50/hr
Department: Parks, Recreation and Cultural Resources – Recreation Division

Minimum Requirements:
• Experience working with teenagers in a camp, afterschool, or recreation setting.
• Applicant needs to possess an energy and enthusiasm for working with teenagers.
• Applicant should be well rounded, organized, and a self-starter with a high level of personal maturity, communication skills, confidence in dealing with conflict resolution.
• Strong leadership and supervisory skills required.
• Must possess or be willing to obtain First Aid and CPR certification.
• Must attend all required trainings offered by the City of Raleigh starting in mid-May.
• Applicant must be proficient with the Microsoft Office Suite including: Excel, Word, and Publisher.
• Experience overseeing staff working with teens preferred.

Responsibilities:
• Organization, supervision, and evaluation of Summer Enrichment Program and Teen Specialty Camps.
• Produce marketing materials and assist in marketing for year round programs.
• Assist with managing equipment inventory.
• Assist with planning and prep of Teen Outreach Program.
• Develop and implement program for the Saint Monica Teen Center.
• Complete administrative duties and other duties as assigned.

Position Duties:
This is an excellent opportunity to gain experience in program planning and operations for a variety of programs for teens. Selected applicant will perform duties to assist with the logistics and planning of Summer Enrichment Program, Teen Specialty Camps, Teen Outreach Program, Saint Monica Teen Center, and other programs supervised by the Teen Program.

To apply, contact:
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Teen Program Manager
Raleigh Parks and Recreation Department
2401 Wade Avenue
Raleigh, NC 27607
Kenneth.hunt@raleighnc.gov
919-996-2141