

# **HANCOCK PARK DISTRICT JOB POSTING**

## **Program Intern**

### **JOB DESCRIPTION**

It is the responsibility of the program intern to work with and assist the naturalist/program manager and program specialists as they perform essential duties related to program management (e.g., planning and leading summer camps; planning and leading programs from at least four broad program categories; scheduling and conducting programs when people are available to participate, including weekdays, weeknights, and weekends; implementing the six-step program delivery process; securing facilities; taking care of vehicles and equipment; safeguarding program participants; managing Zonta Landing Boat Rentals and Group Boat Rentals; and implementing an animal care plan, maintaining bird feeders, and maintaining a cleaning schedule for the Richard S. "Doc" Phillips Discovery Center at Oakwoods Nature Preserve and the historic 1847 McKinnis House at Litzenberg Memorial Woods).

### **QUALIFICATIONS**

The minimum education requirements necessary to perform the essential duties of this position are typically acquired through college level coursework in Environmental Science, Biology, Parks and Recreation, History, or a closely related field plus experience in developing and presenting programs to school groups and the public or at least have an interest in learning about and conducting programs. Excellent presentation, customer service, and organizational skills, the ability to teach to children and adults of all ages, and the ability to develop and maintain effective working relationships are highly desirable. The program intern is expected to operate proficiently with Microsoft Office, communicate in a clear and professional manner both orally and in writing, and maintain a positive attitude toward co-workers, supervisors, and customers.

### **SALARY AND BENEFITS**

The pay rate is \$14.64 an hour. The program intern can work up to 350 hours. Benefits include a pension plan through the Ohio Public Employees Retirement System (OPERS).

### **EMPLOYMENT APPLICATION PROCESS**

A complete job description is available online at [www.hancockparks.com](http://www.hancockparks.com). An application along with a cover letter and résumé are required and must be submitted online at [www.hancockparks.com](http://www.hancockparks.com). This position is Open Until Filled. The Hancock Park District is an Equal Employment Opportunity (EEO) employer.