

# Radnor Township Parks & Recreation Department

[www.radnorrecreation.com](http://www.radnorrecreation.com)

## **Job Title/Summary:**

Parks & Recreation Department – *Summer Day Camp Internship*

The internship experience in the Radnor Township Parks & Recreation Department is reserved for qualified individuals working towards a degree (Master's or Bachelor's) in sports and recreation management, parks and recreation management, business management, education, public administration or a related field of study. Radnor Township provides a great experience for students to gain the necessary applied knowledge and experiences that will lend to a successful career!

## **Principal Duties and Responsibilities/Experiences/Not limited to the Following:**

- Gain knowledge and practical experience working in a local government parks and recreation summer camp environment and office under professional supervision.
- Develop an understanding of the working relationship between the Recreation and Community Programming Department and the camp program, staff members, campers, and parents.
- Develop skills working with the public in a hands-on environment by learning daily operations and building customer service skills.
- Work within camp groups and fulfill roles of leadership and supervision of campers as needed.
- Communicate with camper parents/guardians regarding general camper needs or general inquiries.
- Develop familiarity with the routine procedures and responsibilities of a community parks & recreation department summer camp and its daily processes and administration.
- Acquire information and understanding related to recreation summer camp operations and daily scheduling.
- Acquire hands-on assistance with the phases of weekly planning for trip, special events, and activities.
- Gain leadership in administering daily camp operations.
- Perform administrative duties such as developing camper organizational rosters; monitoring camper daily transportation needs or changes; documenting camper activities.
- Conduct program needs assessments; manage and distribute program equipment and supplies.
- Expand problem solving skills, attention to detail, resourcefulness, and sound judgment with professional guidance.
- Expand written and verbal communication skills with projects such as the creation of the weekly camp newsletter and communicating program information with staff members.
- Establish goals for professional development.

## **Work Schedule:**

Monday to Friday within 8:00 AM to 4:00 PM time frame with flexibility.

## **Minimum Qualifications:**

We prefer the candidate to be enrolled in a Bachelor's or Master's Program and working towards a degree. Candidate must be self-motivated and committed to the profession. Candidate must have a valid Driver's License, excellent interpersonal, written and computer skills, preferably with Microsoft Office Software Programs. Certification in First-Aid/CPR/AED is preferred. Background checks are required.

## **Application Process:**

Complete and return Radnor Township employment application along with resume and letter of interest by email to: Tammy Cohen, Director of Parks & Recreation ([tcohen@radnor.org](mailto:tcohen@radnor.org))  
Radnor Township Parks & Recreation Department  
301 Iven Avenue, Wayne, PA 19087

## **Questions:**

Please feel free to call Tammy Cohen, Director at 610-688-5600, x 141 for questions and to discuss the position.