



**City of DeWitt**  
Parks & Recreation Department  
900 14<sup>th</sup> Street  
DeWitt, Iowa 52742-0407  
(563) 659-5127 · FAX (563) 659-8106  
MEMBER IOWA LEAGUE OF CITIES

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Internship Opportunity Fall / Spring or Summer

**Overview:**

This internship is for college students interested in the professional field of Parks & Recreation management. Interns will be involved in all aspects of our Parks & Recreation Department. Students will gain valuable experience in a variety of different areas. This opportunity is intended to augment or coincide with a student's program of study. Internships begin in August / September, January or May / June.

**Responsibilities:**

Will work directly with the Director of Parks & Recreation in the management / implementation of the following (but not limited to): management of parks maintenance projects & staff, management of recreation programs, management of volunteer recreation concession stand, management of recreation employees / volunteers, coordination of rental agreements for fields & facilities, management of DeWitt Aquatic Center, working with Aquatic Center staff and the learn to swim program, assist with management of DeWitt Fitness Center, assist with various fitness / recreation programs, work with use of the DeWitt Community Center, prepare for special events / projects, assist with budget preparation, help prepare for future recreation programs & various other projects & assignments.

**Qualifications:**

Intern must possess: Excellent organizational skills, excellent oral & written communication skills, ability to handle multiple tasks at once, excellent customer service skills, must be proficient in Microsoft Word and Excel, the ability to work with Microsoft Publisher a plus.

**Time Commitment:**

Full Time – up to 40 hours per week (hours will vary). The intern position is non-paid. The City will make every attempt to work with the intern and their educational institution to adapt the City's intern program so that it can be on a for-credit basis.

The intern may have opportunities for various paid management positions throughout the semester. Dress code is business casual.

Interested applicants should email a copy of your resume, cover letter & 3 letters of support to:

DeWitt Parks & Recreation  
Attn: Kevin Lake, Director  
900 14<sup>th</sup> Street  
DeWitt, IA 52742  
Phone – 563-659-5127  
Fax – 563-659-8106  
Email: [dewittpr@gmtel.net](mailto:dewittpr@gmtel.net)  
Website: [www.cityofdewittiowa.org](http://www.cityofdewittiowa.org)

