



## **Summer 2025 Internship | New Albany Parks and Recreation**

Under the supervision of the Assistant Director, the successful candidate will gain understanding of event planning and management as well as aspects in recreation administration, operations, programming, park maintenance, and more by assisting with a variety of projects throughout the New Albany-Plain Local Joint Park District (New Albany Parks and Recreation).

### **Responsibilities**

- Assists the New Albany Parks and Recreation staff in planning, organizing, and coordinating events and recreational programs for all age groups, including, but not limited to:
  - Pickleball Leagues
  - New Albany Pickleball Summer Slam Tournament
  - Summer Movie Series
  - Lacrosse America
  - LAX Jam
- Work with the grounds staff on facility maintenance projects and daily operations
- Assist office staff with daily operations
- Performs all other duties as assigned

### **Hours**

- Summer internships may require up to 28 hours per week
- The internship will run from May- August
- College credit is available

### **Qualifications**

- Currently pursuing an undergraduate or graduate degree in Recreation Administration, Sport and Leisure, Public Administration or related field
- Strong interest in Recreation Management is preferred
- Must be available to work evenings and weekends as needed
- Must be able to work effectively in a team environment and independently in order to complete tasks in a timely manner
- Basic office-related and computer skills, including Word and Excel
- Excellent written and verbal communication

### **Other Requirements**

- Valid and current Ohio driver's license
- Minimum 18 years of age
- CPR/AED/First Aid Certification preferred

### **How to Apply:**

- Website: <https://naparksohio.org/careers/>

Questions can be directed to [naparksandrec@gmail.com](mailto:naparksandrec@gmail.com)