

Department of Public Recreation

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MILLBURN TOWNSHIP



NEW JERSEY

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JOB ANNOUNCEMENT

TITLE: Fall Recreation Department Intern

SALARY: \$13.00 per hour administrative work
\$15.00 per hour site supervising

LOCATIONS: Millburn and Short Hills, NJ

WEEKLY SCHEDULE: Various days/times (30-35 hours per week, depending on internship)

The Millburn Recreation Department is looking for a reliable and energetic intern to assist in coordinating various youth and adult programs during the Fall season. Sports include Soccer, Flag Football, Football, Cross Country Volleyball, etc.

APPLICANTS MUST:

- Be currently enrolled at an institution of higher education (pursuing a degree in Recreation or Sport Management preferred)
- Work 10-15 hours per week for site supervising (1-2 weeknights + Saturdays)
- Work administrative hours (dependent on internship requirements)
- Have proficient computer skills and strong communication skills
- Possess a strong interest in learning all aspects of recreation, including but not limited to: programming, leadership, logistics, risk management, staff development & training, and marketing
- Must learn and enforce rules of all the leagues
- CPR and First Aid Certification is preferred

Interested candidates should submit a resume along with cover letter and references to recreationdept@millburntwp.org