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TOWN OF MIAMI LAKES INTERNSHIP

PARKS AND RECREATION INTERN

The Town of Miami Lakes Parks and Recreation Department, responsible for one of the most unique and diverse municipal park systems in South Florida, is seeking an intern for its Student Internship Program (SIP). The Town of Miami Lakes, known as one of the most beautiful residential areas in all of South Florida, is home to 101 parks in a 6.5 square mile radius with a park within walking distance of every neighborhood. The Town of Miami Lakes has received multiple designations and awards including Tree City USA, Playful City USA and All-America City Finalist.

The Town of Miami Lakes Parks and Recreation SIP provides current college/university students in the fields of parks and recreation, sports management, or leisure services with an intensive, fast-paced, quality learning experience unlike any of its kind among local parks and recreation agencies. The SIP provides valuable career related, hands-on experience for high performing students looking to explore the field of parks and recreation as a career path or to take their skills to the next level. With its high success rate in job placement of past interns completing the SIP, the Parks and Recreation Department is looking for students who stand out academically and professionally.

The selected intern will be exposed to all areas of the Parks and Recreation Department including planning and administration, beautification, facility and park maintenance, special event management, and recreation programming. Some examples of previous intern projects include: the completion of a tree and park inventories, planning and implementation of special events, and sports/leisure programming.

Qualifications

To qualify for the SIP, a student must be currently enrolled in or have been enrolled in a parks and recreation/sport management degree program in their college or university. In addition, the student must have:

- Excellent verbal, written, and interpersonal communication skills.
- Ability to problem-solve and to complete projects within specified timeframes.
- Ability to establish and maintain effective working relationships with employees at all levels, with staff at partner organizations, and with the public.
- Ability to self-motivate and work productively independently or with a team.
- Working knowledge of Word and Excel.

Work Hours: 20 hours per week, potential for additional hours. Internships require a minimum commitment of three months. (Flexible schedule)

Pay: \$14.00 hour

To Apply: Please send a letter of interest and resume via email to: jobs@miamilakes-fl.gov