



SUFFIELD PARKS AND RECREATION COLLEGIATE INTERNSHIP PROGRAM

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Connecticut Recreation and Parks Association, Board of Directors

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Suffield Parks and Recreation Mission Statement

Suffield Parks and Recreation strives to enhance the quality of life by promoting and utilizing Suffield's diverse parks and recreation facilities and by offering a variety of affordable athletics, recreational and arts programs for Suffield residents of all ages and interests.

Internship Information

- Annually, Suffield Parks and Recreation hires 2-3 full time summer interns
- Full time internships last from ten to twelve weeks from late May until mid-August.
- Full time interns receive a \$2,000 stipend over ten weeks. This is in addition to school credit hours.
- Internships offered in Recreation/Sport Management, and Communications
- All internships are based out of Suffield, CT office
- Interns work office hours, nights, and occasional weekends
- Minimum 35 hours per week, Monday – Friday during May and early June with some 6 day work weeks required in July and August

Intern Qualifications

- Interested in a career in a Recreation field, Early Childhood Education, Sport Management, Coaching, Marketing or Communications
- Some experience with recreation programs, communications, sports, day camp, tournament or event management.
- Highly motivated and organized
- Willing to work hard to produce quality programs
- Able to work out of the Suffield, CT office

How to Apply

Please send your resumé, cover letter, and two references to Peter Leclerc at pleclerc@suffieldct.gov. In your cover letter, please explain your past recreation, sport, communication, and/or event management experience. Include any relevant information that is not included in your resumé.

Interview Timeline

Applications are accepted on a rolling basis starting in November. Applications will be reviewed and candidates will be selected for interviews which will take place starting in December and continuing through February. Positions are filled on a first come, first serve basis. Interested candidates should submit their information as soon as possible for the best opportunity for consideration.

Recreation Intern (1 - 2 Positions Available)

- Oversee the preparation and execution of recreational day camps
- Serve as site assistant director for assigned venues including Babb's Beach
- Effectively communicate with camp counselors, parents, and campers
- Coordinate necessary equipment, and site support services
- Assist the Parks and Recreation Staff with necessary camp duties
- Assist with participant promotion and recruitment
- Coordinate venue set up and operations
- Execute all necessary camp procedures and policies to produce high quality programs
- General office duties including answering phones, emails, copying of competition materials, etc.
- Must be able to physically lift and move items required to operate summer programs
- Research other recreation programming and compile data on these programs
- Plan and execute at least one new recreational opportunity for Suffield residents
- Other duties as assigned

Sport Management Intern (1 - 2 Positions Available)

- Oversee the preparation and execution of sport specific day camps
- Serve as the site supervisor for assigned sport camps
- Effectively communicate with parents, campers, staff, and camp partners
- Coordinate necessary equipment, and site support services
- Coordinate with overseeing regulatory bodies to ensure compliance with camp laws
- Assist Director with camp duties, including lesson plans and daily activities
- Assist with participant promotion and recruitment
- Coordinate post camp evaluations from parents and campers
- Coordinate camper's individual evaluations
- Assist with Fall season sport organization
- Oversee Summer Pick-Up sport programs
- Assist in Suffield Sports Council programs
- Other duties as assigned

*One Intern position will assist with financial management of program fees and sports/equipment budgets in addition to having operational duties. Applicants who wish to apply for the position with the finance concentration should make note of it in their cover letter.

Communications Intern (1 Position Available)

- Manage Social Media accounts
- Produce content for media partners (i.e. Hartford Currant, Town of Suffield, etc.)
- Produce the New Parks & Recreation Podcast
- Update Suffield Parks & Recreation and Town website
- Produce content for press releases
- Maintain media contact list, photo library, and promotional databases
- Maintain social media outlets including Facebook and Instagram
- Collect and post results during competitions
- Maintain listing of Suffield Parks and Recreation distinguished alumni and Interns
- Create intern data base
- General office duties will also be assigned
- Create department newsletter
- Interview campers and parents
- Create slide shows and promotional videos
- Attend special events, such as the Suffield Summer Fair, fireworks, concerts, movie nights, and others

Knowledge of the following programs strongly recommended:

- Photoshop
- Microsoft Office
- Video editing software
- Social Media
- All interns may have other duties assigned to them that are related to Suffield Community Services, and Parks and Recreation.

For more information on the Suffield Parks and Recreation Collegiate Internship Program, please contact Peter Leclerc at pleclerc@suffieldct.gov.