



Paradise Recreation & Park District

6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

November 15, 2019

JOB ANNOUNCEMENT

*Come join our team to rebuild Paradise!
Unique opportunity in an innovative recreation and park district.*

Park Planning and Survey Internship Position (0.5 FTE) Salary Range: Minimum Wage to \$20.00 per hour DOE

We seek effective communicators with park planning, survey, and operations, volunteer coordination, or event planning, and outreach experience. Successful candidates will work with great people in meaningful work that has implications across the state. Come join us to implement a new and innovative vision to improve recreation, the local economy, and public safety. Help the district and citizens prosper. Energy and optimism required.

Under the general direction of the District Manager, performs responsible, professional recreation and park duties related to the overall functions and goals of the District. Candidate must be an outstanding, collaborative, flexible team player, keen to engage in positive, supportive professional relationships and maintain cooperative and effective working relationships with patrons, staff, and other individuals. There are three internship positions to be filled by qualified candidates: Park Planning and Survey, Park Operations and Volunteer Coordinator, and Event Planning.

Park Planning and Survey: This position assists with the research and development of parks, park plans, and other supporting information. Depending on the assignment, the position may require training in Geographical Information Systems, environmental studies, and regulations.

Park Operations and Volunteer Coordinator: This position assists with the maintenance and construction of park trails, and other facilities. The position may also organize, support and supervise volunteer efforts in Parks, as well as events.

Event Planning: This position will play an integral role in donation, marketing, and promotion activities including social media. This role will require the successful candidate to understand the District's vision and craft programs, activities and events accordingly. This position may also assist with program planning, scheduling, organizing, and conducting a variety of recreational activities for people of all ages and abilities.

Successful candidates will have appropriate education and experience. A combination of education and experience that provides the required knowledge, skills, and abilities is qualifying. One way, but not the only way, to obtain the knowledge, skills, and abilities would be:

- Completion or pursuit of Associate's, Bachelor's, or Master's Degree.
- Current college level coursework in Recreation Administration, child development, park design, landscape architecture, natural resources, marketing, maintenance, and/or a related field.

Complete job description and application available at www.paradiseprrpd.com

Please submit your completed application, cover letter, and resume to: info@paradiseprrpd.com

FILING DEADLINE: DECEMBER 31, 2019