



**DATE POSTED: January 18, 2017**

**DEADLINE: March 10, 2017 first review of applications**

**Parks and Recreation Summer Intern  
Village of Bellevue, Brown County, Wisconsin**

An intern with the Village of Bellevue Parks, Recreation & forestry Department will receive a well-rounded internship experience in a growing, progressive community. The intern will be exposed to and gain experience in programming, marketing, personnel supervision, facility operation and financial management. The intern will assist with the administration, supervision, and leadership of park and leisure service related functions such as, but not inclusive to: youth, adult and older adult programming, community special events, park maintenance operations, park planning, urban forestry administration, and general office administration. The intern is expected to follow the general policies and procedures of the Village, to complete all given work assignments, to be a positive representative of the Department, and perform any other duties related to the internship experience as required by the supervisor and their university.

Must be at least a senior in either park and recreation, education, or child development studies, have completed the necessary requirements with their respective college or university, and possess strong communication and organizational skills. Responsible for the design, development and completion of one major project, as agreed upon between the Intern, Director, and college/university. Additional information and a complete job description are available at [www.villageofbellevue.org](http://www.villageofbellevue.org).

Qualified persons should submit a cover letter, resume with at least three professional references, to [employment@villageofbellevue.org](mailto:employment@villageofbellevue.org) or mail to Village of Bellevue, Attn: Human Resources, 2828 Allouez Ave, Green Bay, WI 54311. EOE. Position open until filled. March 10, 2017 first review of applications.