



DATE POSTED: January 22, 2019
DEADLINE: March 11, 2019 first review of applications

**Park and Recreation Intern (Summer 2019)
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 junior in either park and recreation administration, education or child development studies, political science, forestry, environmental planning, communications, public administration, or urban and regional studies, or other related field, 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.

Qualified persons should submit a cover letter, resume, and at least three professional references to: 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 11, 2019 first review of applications.