

POSITION DESCRIPTION

City of Austin

Park, Recreation & Forestry Intern

Department:	Parks, Recreation and Forestry
FLSA Status:	Non-Exempt
Effective Date:	Summer Internship: Approximately May 18 - August 19, 2026

General Purpose

Work with the Parks, Recreation and Forestry Department to support daily tasks, lead programs and events, attend meetings, and assist across multiple divisions while gaining a well-rounded, hands-on experience.

Supervision Received

Works under the direction and general supervision of the Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS

- Develop lesson plans, curriculum, and special event plans for youth programs
- Assist with Parks & Recreation program planning, marketing, scheduling, supervision, and customer/program evaluations.
- Assist with training and providing direction to seasonal staff
- Help promote department programs and activities
- Complete administrative tasks, including emails, mailings, phone support, scheduling, and time entry
- Provide excellent customer service to participants, staff, and the public
- Coordinate facility use by opening and securing buildings, set up/take down of equipment, and monitor patron use
- Support Parks & Recreation activities and projects as needed

The duties listed above are intended to illustrate the types of work that may be performed. The omission of specific tasks does not exclude them if they are similar, related, or a logical assignment to the position.

QUALIFICATIONS

Minimum Qualifications:

- Currently enrolled in, or recently graduated from a Parks & Recreation, Education, or related degree program at an accredited college or university
- Ability to work the full summer season (May 18–August 19), including daytime, evening, and occasional weekend hour; preferred start date between May 18 and May 26, 2026
- Valid driver's license with a good driving record
- Minimum age of 18
- Successful completion of a criminal background check and reference check required

Desired Qualifications:

- Experience working with children and youth
- Background in outdoor recreation programs
- Familiarity with sports such as soccer, baseball, tennis, or track & field
- At least two years of related post-secondary education **or** six months of relevant work experience
- Basic proficiency with Microsoft Word, Excel, PowerPoint, Outlook, and/or program registration software

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interact with the public in a positive manner.
- Ability to work independently and with people of all ages and abilities.
- Ability to work with diverse populations.
- Knowledge of the practices and methods of recreational programming.
- Ability to communicate effectively both verbally and in writing with a variety of audiences and groups.
- Ability to handle a variety of assignments under moderate supervision within standard operating procedures.
- Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, coworkers and partnering agencies.

Length of Internship

The internship will run for the minimum duration required by the student's educational program to meet graduation requirements. Extensions may be arranged with mutual agreement between the Recreation Supervisor and the intern.