

TOWN OF WINDHAM

Position: Student Internship – Facility Management Date: _____
Department: Parks and Recreation Incumbent: _____
Report To: Parks and Recreation Director Supervisor: _____
Term: 15 weeks between May and September Town Manager: _____
(FT including some evenings and wknds)
Pay Rate: \$17.50 per hour
Location: Town Hall & Dundee Park

General Summary:

The Windham Parks and Recreation Facility Management Internship is a paid position designed to broaden knowledge, understanding and skills in the facility management field, along with a variety of service areas within the Parks and Recreation Department. This internship provides opportunities for students to apply educational concepts to real-world situations, improve skills and discover possible career paths.

Essential Functions:

- Assists with staff training and orientation, staff scheduling, staff evaluations, and team building.
- Assists with reservation scheduling and cancellations for all facilities.
- Maintain reservation finances.
- Communicates with staff regarding reservations, cancellations, and other applicable updates.
- Assist with phone calls, e-mail inquiries, data entry, and other administrative duties as assigned.
- Updates social media with facility events or closures.
- Assists with programs and events being held at the facilities.
- Develops a new program for the community at a facility.
- Involvement with Capital Improvement Projects at Dundee Park.
- Assists with maintaining a safe and clean facility for all visitors and staff.

Learning Outcomes:

- Gain a greater appreciation of serving the public sector and a greater understanding of the issues facing local government.
- Develop skills needed for effective citizenship.
- Develop critical professional skills in the Parks and Recreation field.
- Apply higher order thinking skills, such as critical thinking, analysis, synthesis, evaluation, and complex problem solving, to “real world” situations.

Opportunities and Support:

- Daily access to the Parks and Recreation Team to ask questions, share ideas and process information.
- Connect with a network of professionals and learn more about the Town of Windham and local government.
- Enjoy challenging and fulfilling work that helps to advance and refine career interest in the public sector.

Qualifications:

- Working toward a bachelor’s or master’s degree in facility management, parks & recreation, or a related field.
- Effective communication skills both verbally and in writing.
- Considerable knowledge of and proficiency in current computer applications.
- Ability to handle multiple tasks requiring a high level of organization.
- Ability to maintain confidentiality and work effectively with diverse staff and the general public.
- Must have transportation to and from work.

Additional Eligibility Qualifications:

- Valid State of Maine Driver's License with clean driving record, valid out of state driver's licenses may also be acceptable.
- CPR/First Aid Instructor certification or ability to obtain certification upon hire.

Working Conditions/Physical Demands:

Moderate to strenuous physical effort required; frequently required to stand, sit, bend, and squat for extended periods; expected to lift, carry, and manage equipment and supplies up to 25 pounds. Work performed both in a normal office setting and outdoors; operates various automotive equipment, including truck, van, and bus, and travels to various locations and uses computers, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – up and down a lot assisting staff and citizens. Balancing, crouching, grasping, pulling, reaching, and stooping may also be required.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

To be considered for an internship with the Windham Parks and Recreation Department please submit the following:

- **Employment Application**
- **Resume**
- **2 Letters of Recommendation (excluding relatives)**

The Windham Parks and Recreation Department is accepting applications until this position is filled. Applications are available at Windham Parks and Recreation, 8 School Road, Windham, ME from M/W 7am-5pm, T 7am-6pm, Th 7am-4pm or online at https://windhamme.myrec.com/forms/6260_internship_application.pdf submit applications via mail or e-mail to jbhanken@windhammaine.us.

For more information call 207-892-1905 or e-mail parks&recreation@windhammaine.us