Position Announcement

Title: Programming, Events & Outreach Intern

Location: Allerton Park & Retreat Center, 515 Old Timber Rd., Monticello, IL 61856

Position Description: Allerton Park & Retreat Center offers a variety of programs and public events year-round, but particularly in the summer. The Programming, Events & Outreach Intern will have the opportunity to work alongside Allerton staff as they plan, organize and implement these programs.

The Programming, Events & Outreach Intern will work on a variety of projects and task, such as creating and distributing outreach material, planning and working special events, creating social media posts, assisting with volunteer management, and working in the Allerton Visitor Center. This Intern will be heavily involved with planning and implementing 2017 Allerton Day Camps. This position will require working outdoors under potentially adverse environmental conditions.

Qualifications: Applicants working towards a degree in Recreation, Tourism or related field preferred. Experience with youth programs preferred. Successful applicants must have good interpersonal skills, be able to communicate effectively with all age groups, and have the ability to work independently as well as within a team.

Requirements:
- Work ~40 hours per week including early mornings, nights, weekends, and holidays
- Have a valid driver license and provide own transportation to Allerton
- First Aid/CPR certified (or willing to become certified)
- Pass all necessary background checks
- Able to work every day that Day Camp is in session
- Proficiency in MS Word, Excel, PowerPoint and Publisher
- Flexible disposition and ability to work in a hectic environment
- Able to perform rigorous physical activity
- Able to work in hot, wet, humid and buggy conditions

Dates: Early-May to Mid-August

To Apply: Send cover letter, resume, and three references to Mindy Brand at brand@illinois.edu