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 public events and programs year-round, but particularly in the summer. The Programming, Events & Outreach Intern will have the unique opportunity to work alongside Allerton staff as they plan, organize and implement these programs.

Throughout the summer, this Intern will work on a variety of challenging projects and tasks, including creating and distributing outreach material, assisting with planning and execution of concerts, creating social media posts, and working in the Allerton Visitor Center. This Intern will be heavily involved with implementing 2016 Allerton Day Camps. 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 part of a team.

**Requirements:**
- Work ~37.5 hrs./week including early mornings/nights/weekends/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 Outlook
- 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:** Mid-May to Mid-August

**To Apply:**
Send cover letter, resume, and three references to Mindy Brand, Public Outreach Coordinator, at brand@illinois.edu or 515 Old Timber Road, Monticello, IL 61856