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Danvers Recreation Internship Program

Danvers Recreation oversees recreational activities in Danvers, the Danvers Waterfront, After school Fun Club programming, and the operations of Endicott Park. Each year over 8,000 registered participants are able to take part in these programs and activities. The department consists of a Recreation Director, Assistant Director, Director of Natural Resources, Harbormaster, Program Coordinator, Recreation Secretary and Office Administrator, After School Program Director, Site Coordinators, Park Rangers and various part-time and seasonal personnel. Danvers Recreation also offers students seeking experience in the field a comprehensive, educational and enjoyable internship experience. Interns will have an opportunity to gain experience in the following areas:

Administration: Recreation interns will work primarily out of the Recreation Office. The Director and Assistant Director will work closely with the intern and will introduce the intern to the managerial and administration functions within the department. Interns will become familiar with department budgets, financial reporting, fiscal planning, personnel issues, payroll procedures, website management, online registration, licensing, permitting, interdepartmental relationships, and various other opportunities.

Facility Management and Maintenance: A segment of the internship will involve the management and scheduling of various recreation facilities including Endicott Park, the waterfront marina, tennis courts, ballfields, building facilities, fitness paths and neighborhood parks and playgrounds. Interns may also work with the parks department on various maintenance, planning and capital improvement projects.

Program Planning, Development and Implementation: Interns will also have an opportunity to be involved in the many phases of programming from planning and development through delivery and supervision. Each intern will be responsible for at least one special event or project and one program. It will be the intern's responsibility to develop and see through the programming process and communicate progress to the Assistant Director.

Publicity and Marketing: Interns will be actively involved in routine department marketing and publicity as well as exposed to the process of advertising, customer service, and community relations. Interns will have the opportunity to manage social media platforms, such as Constant Contact, Issuu, Twitter, Instagram and Facebook pages.

Length: 1 – 12 months

Stipend: Interns will be compensated

Location: Offices located at Danvers Town Hall, 1 Sylvan Street, with the potential to work remotely.

Internships can be customized to meet the needs of students and colleges/universities. Danvers Recreation is a full-service municipal Recreation Department. Interns play an integral part of our success. We operate completely under a team approach.

For more information about Danvers Recreation visit www.danversrec.com.

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