



Reading Recreation Commission Summer Internship - PAID

The award-winning Reading Recreation Commission is seeking a highly motivated, creative and energetic Marketing, Public Relations, Business, or Parks and Recreation student to complete an internship with the Reading Recreation Commission. The Reading Recreation Commission is a community partnership between the City of Reading and Reading School District, funded in part by tax dollars, that provides quality programs and facilities to the residents of Reading. We provide neighborhood-based recreation and learning opportunities for all ages - with an emphasis on affordable programs for children - at schools, parks, playgrounds, and at our two recreation centers.

Intern will be involved in all aspects of the Recreation Department. This position will run from late May/early June through mid-August (11 to 13 weeks). The intern will complete on average 40 hours/week working weekday's from 8:00am to 4:30pm. Interns may be asked to work special events that fall after 4:30pm or on weekends.

Primary responsibilities will include developing a branding toolkit for the Reading Recreation Commission to include all marketing materials, social media management, and website updating along with assisting with summer programming and rentals. Other aspects of the internship will include learning the day to day operations of the Recreation Department including: recreation programming, summer camp, special events, swimming events, & sports programming.

- Develop branding toolkit
- Manage social media
- Update website
- Assist with front desk operations including rentals.
- Assist recreation staff as needed with special projects or programs

****Must be Bilingual (English/Spanish) and be fluent in both oral and written Spanish.****

All applicants will be considered; however preference will be given to current students of Communications and Marketing, Parks and Recreation, Graphic Design or a related field. Must have excellent oral and written communication skills.

Rate of pay: \$11/hour

Deadline: May 20th

Individuals interested should send a cover letter, resume (in .pdf) and three creative writing samples or projects that demonstrate ability to Rebecca.swoyer@readingpa.gov no later than Friday, May 20th, 2016. Please call 610.655.6260 for more information. Applications may be dropped off at the Reading Recreation Commission's offices at 320 S. 3rd St. Reading, PA 19602.

Notes: Must be fluent in English/Spanish, both written and oral. PA Criminal Background, PA Childline, and FBI clearances required as condition of employment. The RRC is an E/O/E