



Water Oriented Recreation District

Summer Parks Intern

Job Overview: The WORD Parks Summer Intern assists with the day-to-day Parks activities, including, but not limited to, overseeing the Parks and Staff, picking up trash and cleaning restrooms when needed, and assisting on the administrative side of Parks operations.

Reports To: The **WORD Parks Summer Intern** will report to the WORD Parks Supervisors, the Parks Manager, and the WORD General Manager.

Responsibilities and Duties:

- Assist in monitoring the Parks on the weekdays and weekends.
- Attend summer Board Meetings
- Assist in day-to-day Park operations for Comal and Canyon Park
- Assist with enforcing park rules.
- Assist traffic control at both Parks.
- Trash pick-up and restroom cleaning as needed.
- Creation of and completion of a summer project.
- Work within the Parks and cover duties as needed.
- Other duties as assigned.

Requirements:

- Must be able to lift 50 lbs.
- Must have strong communications skills.
- Be able to walk extensively on even and uneven terrain.
- Must be able to problem solve and handle high levels of stress.
- Must be able work in Texas summer heat for up to 10 hours repeatedly.
- Eager to learn and work on various outdoor and office projects.
- Work every weekend and holiday from Memorial Day to Labor Day.
- Operate ATV/UTV's in a safe manner.
- Valid Texas driver's license with safe driving record.
- Spanish speaking a plus, but not required.
- Must have Microsoft Office/Google Docs experience.

Qualifications:

- College-level student or recent graduate

Pay rate: \$15/ hour – End of Season Bonus – Tuition Reimbursement – Referral Fee

Employment duration: April – September

20-30 hours a week. Must be able to work 8 – 10 hours a day. Working on Memorial Day, July 4th, and Labor Day is mandatory.

Please send your cover letter, resume, and application to jobs@wordcc.com