

Job Title: Early Childhood Education (ECE) Summer 2025
Williston Parks & Recreation District
Salary Range: \$10-\$15/hr + other earning opportunities @ WPRD
Supervisor: Child Care Programs Manager



As the ECE intern, you will work directly with the Child Care Programs Manager in all stages of ECE through creative ideas and innovative strategies. Your primary responsibilities would include assisting the Child Care Programs Manager with providing a safe environment for children, creating and planning public events, and helping to lead programs such as Kids Camp and Campus Club, which are two of WPRD's biggest summer programs.

This paid summer internship will help you acquire ECE skills and provide you with real-world knowledge and experiences. By the end of the summer, you will gain a broad experience in ECE and event planning/organization, which will help prepare you for any future career you pursue – while having fun!

Responsibilities

- Assists with ECE program planning, event registration, rosters, mailings, and collection of fees for all ECE programs.
- Assists in the planning and implementing Kids Camp weekly themes.
- Collaborates, communicates, and assists in scheduling use of all facilities for ECE programs.
- Communicates internally within the various WPRD departments regarding program operations, facility maintenance and scheduling.
- Substitutes as Kids Camp counselor and Campus Club counselor.
- Assist with tracking and reports of ECE programs to evaluate consumer satisfaction and increase retention.
- Assist with set-up and tear-down of various events and programs as needed.
- Support the Child Care Programs Manager with various daily tasks as needed.

Internship Project

- Help Create an event or theme for WPRD Child Care Programs and/or Kids Camp.
- Help set up and coordinate the End of Summer Bash.
- Collaborates, communicates, and assists in scheduling use of all facilities and marketing for event
- Assist with acquiring part time staff to help run the event/program
- Collaborate with Child Care Programs Manager and other interns on project

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

Skills/Requirements

- A college student pursuing a degree in ECE, Business or a related major.
- Be passionate about making a difference in the community.
- Effective organizational and interpersonal communication skills
- Front Page, Microsoft PowerPoint, Microsoft Word/Excel, and desktop publishing proficiency preferred.
- Requires a high level of creativity and resourcefulness.
- Strong written and oral communication skills.
- Excellent organizational skills – ability to handle multiple projects, identify priorities, and meet deadlines.
- Motivated team player with capability to work independently, as well as in a collaborative environment.
- Must be able to commit to the Williston Parks and Recreation District for the entire summer season.
- Must be available to work nights and weekends for events/programs as needed.
- Must be comfortable working in an indoor office environment and outdoors for various events/programs.

To be considered for this internship, all candidates must complete a WPRD Application and provide a cover letter & resume.

The Williston Parks and Recreation District's Mission is to have superior parks, facilities, and programs for all to enjoy an active life!