



2020

Summer Internship Announcement Chesterfield County

Human Resources
P.O. Box 40
Chesterfield, VA 23832
804-748-1551
www.chesterfield.gov/internships

- Department:** Parks and Recreation - Special Event Support Specialist
- Program Dates:** May 18, 2020 – July 24, 2020
22 hours per week
\$12/hour undergraduate - \$14.00/hour graduate student
- Who we are:** The mission of the Chesterfield County Parks and Recreation Department is to provide a comprehensive system of leisure programs, educational opportunities and recreational facilities for residents while conserving and protecting environmental historical and cultural resources. We promote community involvement in developing and providing leisure services.
- What you will learn:** As a Special Event Support Specialist, you will have the opportunity to learn successful event planning practices from a veteran Special Events Coordinator. You will assist in the creation and implementation of special events, including family events, music festivals, and the annual July 4th celebration. You will have the opportunity to work with several county departments to learn how to successfully organize quality and safe events.
- The Chesterfield Experience:** As an intern in Chesterfield County, you will have an opportunity to meet with county leaders, collaborate with your peers, attend training seminars, and participate in team building exercises to complement what you will be learning in the professional work environment provided by the Department of Citizen Information and Resources.
- Minimum Qualifications:** Candidates must be enrolled as current undergraduate or graduate students and have a minimum grade point average (GPA) of 2.8. Must have completed college coursework in recreation, hospitality management, marketing or related field. Must possess excellent written and verbal communication and interpersonal skills. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required. Must possess valid driver's license.

For consideration of this opportunity, candidates must complete the application requirements listed on our website at www.chesterfield.gov/internships by February 21, 2020.

Chesterfield County is an Equal Opportunity Employer
Committed to Workforce Diversity