



NATIONAL  
ABILITY  
CENTER

## Recreation Management Internship Job Description

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**Description:** Under the supervision of a Recreation Program Director, Manager, or FT Americorp Staff, National Ability Center Recreation Services Interns will provide assistance and development to National Ability Center's core programs. Specific duties are discussed in interviews but may include the following planning, facilitating and/or instructing outdoor recreational activities (for example: hiking, biking, skiing, snowboarding, cross-country skiing, snowshoeing, water-skiing, rafting, climbing and sled hockey), measuring and evaluating program success and opportunities for improvement., soliciting in-kind donations for program services, interacting with National Ability Center families and partner organization personnel, word processing and general program/office administration.

**Required Skills:** Experience in multiple recreational sports offered at the NAC. Ability to act as a liaison for National Ability Center by providing program specific information and services to NAC volunteers and participants, partner organization, donors, and the public at large. Some college coursework or commiserate professional experience. Basic computer processing skills including MS Office.

**Additional Recommended Skills/Licenses:** Driver's License, proof of insurance, and completion of a Utah State background check. First Aid and CPR certification required.

**Time Requirement:** A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work a minimum of 10 hours per week. Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and weekend work.

**Compensation:** Internships with the National Ability Center Foundation are not paid, but offer valuable hands on experience. Course credit may apply. Discounted seasons pass depending on timing and internship commitment.

**To Apply:** Please complete an internship application and/or a cover letter and resume if you are interested in a Recreation Management Internship position. Applications are accepted on an on-going basis. For more details, contact Ellen Adams, Program Director.