

Upper Macungie Township is seeking qualified and highly motivated applicants for the following position:

Summer Internship:

This person will assist the Recreation Department with several initiatives focusing on The Summer Recreational Camp program's activities and staff management, the Township's marketing efforts, and other administrative duties as needed, while representing the township by providing excellent service to the public.

The position is a fantastic opportunity for an individual who wants valuable experience in a professional municipal setting with an emphasis on the planning and oversight of the summer camp program, event & program marketing through social media and the Township website, with an opportunity to utilize their recreation, business, marketing skills. This internship will enjoy working with children on a daily basis, interacting with various members of the community, working indoors and outdoors, and the individual will end the summer with expanded leadership skills.

Qualified candidates must have obtained a degree or are currently studying from an accredited college or university in Parks and Recreation, Public Administration, Recreation Management, etc. (see Job description for qualified fields of study.) This position requires customer service, social media, and web site design experience; organizational and computer skills (Word, Excel, Publisher, etc.). Must possess a valid driver's license.

The successful candidate must submit to all current applicable clearances and pass pre-employment screening, post offer.

This position is part-time, seasonal, working 30- 40 hours a week. Salary: \$15.00/hr. Interested candidates should send a cover letter, resume, and references to: Upper Macungie Township, ATTN: Michael Kukitz, Recreation Manager, 8330 Schantz Road, Breinigsville, PA 18031 or email: Mkukitz@uppermac.org. Please see Job description for further details.

All submittals must be received no later than 12:00 P.M. on April 3, 2023.