



Parks, Recreation, and Open Space

Internship Opportunity at Harris Lake County Park and the American Tobacco Trail

Wake County Parks, Recreation and Open Space

Park Aide/Intern will be working under the direction of 7 full time employees and working conjunctively with 4 other part time park aide employees. This position may be designated as programming, maintenance or general, but will have a variety of experiences and opportunities involving many aspects of working in the county park system. See below:

Provide support and assistance in the operations of Harris Lake County Park and the American Tobacco Trail.

- Opening and closing of park facilities
- Janitorial tasks (restrooms, office cleaning)
- Customer service within park and office setting (answer customer questions, assist their needs)
- Front desk operations such as answering phones, answering visitor's questions, computer data entry and other administrative duties that are required to operate the office facility
- Reserved facility preparations and clean up (shelters, conference room, primitive group camp site)
- Enforce park rules

Provide support and assistance in the maintenance of Harris Lake County Park and the American Tobacco Trail.

- Turf and landscape
- Trail (multi-use and single use trail systems)
- Lawn Equipment operation
- Disc golf course
- Loblolly pine forest management
- Flower/Plant Gardens and Beds
- Pond management
- Primitive Group Camp site
- Special projects

Provide support and assistance in the programming of Harris Lake County Park and the American Tobacco Trail

- Opportunity to visit and assist other Wake County Parks programs/events
- Natural resource stewardship tasks
- Day camps
- Group- school, day cares, scouts
- Special events
- General public programs
- Program development, marketing/promotion, evaluation

Provide support and assistance in the administration of Harris Lake County Park and the American Tobacco Trail

- Volunteer supervision
- Send required internship paperwork back to the university on time
- Opportunity to attend a variety of committee meetings within Department (Marketing, Staff Development and Retention, Data/Stats, Technology and Natural and Cultural Resources)
- Attend staff meetings and one manager meeting
- Learn budget reporting and record keeping
- Policy development and implementation
- Staff and park procedures

General Work Information:

Please review our park website at <http://www.wakegov.com/parks> to be familiar with our services and facilities.

- Standard schedule info: am shifts are 7:30-4pm and pm shifts vary depending on daylight throughout year. Work at least 7-9 pm shifts a month. Work at least 2 weekends a month and share holiday shifts among staff. You have a 30 minute lunch break if working 6 or more hours during a shift.
- Monthly work schedules. Provide schedule requests by the 15th of previous month.
- Performance evaluations conducted according to your internship guidelines.

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