



2025 Internship Program Opportunities

Applications can now be done online through the following link:

<https://bprd.bamboohr.com/careers>

If you prefer to fill it out by hand, please scan and email the finished application to recreation@burlington.org

Town of Burlington Parks and Recreation Department

61 Center Street, Burlington, MA, 01803

(781)270-1695

recreation@burlington.org

www.burlingtonrecreation.org



BurlingtonRecreation



burlington_recreation

The following are open internship positions for the 2025 calendar year. You will find a brief description of job qualifications, duties, starting pay rate, and time frame of employment. New applications are being accepted starting January 2, and the application process will be closed once all positions are filled.

The duties listed below are intended only as illustrations of the various types of work that may be performed. These internship descriptions do not constitute an employment agreement between the employer and the intern and are subject to change by the employer as the needs of the employer and requirements of the internship change.

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of these internships, the intern occasionally works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy while in the field.

General qualifications and expectations pertaining to all Burlington Parks and Recreation Employees and Interns:

1. Applicant must be at least 16 years old at time of hire.
2. All employees must be CPR, First Aid, and Epi Pen certified. Additional certifications may be required. Certifications can be acquired after date of hire.
3. All employees are required to have a Massachusetts Criminal Background Check done.
4. The employee must occasionally lift and/or move up to forty (40) pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.
5. All employees will demonstrate knowledge of Parks and Recreation Department policies and procedures.
6. All employees will maintain a high level of dependability, responsibility and customer service.
7. All employees are expected to demonstrate a high level professionalism and represent the Town of Burlington and the Burlington Parks and Recreation Department appropriately both on the job and off.

Marketing and Communications Internship Program

Salary: \$17 per hour

Dates of Position: Determined upon hiring

Schedule: Monday through Friday, 18 - 20 hours/week, typically 8:30 – 11:30 am however hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs.

Overview

Burlington Parks & Recreation Department seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a municipality. Will work under the direct supervision of the department staff.

Qualifications

1. Firm grasp of available tools and platforms in the social media space.
2. Completion or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations).
3. Previous internship or related experience in marketing or communications is a plus
4. Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus.
5. An effective communicator, both written and oral.
6. Ability to communicate in a professional manner with press and community contacts
7. Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
8. Enthusiasm for the mission of the Burlington Parks & Recreation Department and the families we serve.

Duties and Responsibilities

1. Update and maintain Burlington Parks & Recreation Department's social media presence, including scheduling Facebook and Instagram updates.
2. Draft, distribute and pitch news releases, media alerts and other stories.
3. Designing flyers, graphics, e-vites and other marketing material for major events hosted by Burlington Parks & Recreation Department.
4. Update the Burlington Parks & Recreation Department website as needed.
5. Collaborate with staff on new ideas, directions, and venues for marketing and communications.

Therapeutic Recreation Internship Program

Salary: \$17 per hour

Dates of Position: Determined upon hiring

Schedule: Monday through Friday, 40 hours/week, typically 8:30 – 4:30 pm however hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs.

Overview

Assist in performing a variety of complex professional and administrative work in planning, developing, organizing, scheduling, directing and implementing accessible recreational, social and cultural programs for all ages and abilities. Will work under the direct supervision of the department's Therapeutic Recreation Specialist.

Qualifications

1. Valid driver's license
2. Must be a student from an accredited college or university in Therapeutic Recreation and planning to become a Certified Therapeutic Recreation Specialist (CTRS)
3. Skill with personal computer including: word processing, excel spreadsheets, PowerPoint, copy and fax machine
4. Ability to learn and use recreational software used by the department
5. CORI/SORI checks to be conducted
6. Handle with Care, Epi Pen, First Aid, AED and Adult, Child and Infant CPR certifications required (will train if needed)
7. Must have reliable transportation

Essential Duties and Responsibilities

1. Assists in developing specialized programs, inclusion opportunities, and special events.
2. Facilitates and registers participants for all recreation-sponsored activities.
3. Aids in the development and coordination of new and innovative programs for the department.
4. Assists in the implementation of specialized programs including developing program and equipment modification recommendations as deemed necessary.
5. Conducts participant in-take assessments and/or interviews using the information to develop program plans when appropriate.
6. Assures adequate quality control during all recreational-sponsored activities.
7. Completes necessary documentation including, but not limited to, program reports and daily and weekly participant observations and progress reports
8. Assists staff in the performance of their duties as required by the Therapeutic Recreation Specialist.
9. Reviews program areas and implements changes with permission of the Therapeutic Recreation Specialist.

Internship Requirements and Assignments

1. Weekly Reports

- (a) Weekly reports are a type of self assessment for the intern. They are to be a discussion of the week's activities. Each section is to be addressed in-depth since these sections assist the intern in processing their own problem solving and time management skill development. Each weekly report is due on the Thursday following the week discussed in the report.

2. Mid-Term and Final Evaluations

- (b) The intern's supervisor completes both of these evaluations and then discusses them with the intern. The mid-term evaluation will be completed at approximately the half-way point of the internship (completion of half of the required internship hours). The final evaluation is completed at the start of the last week of the internship.

3. Program/Event Development, Implementation and Evaluation

- (c) The student shall take responsibility for the planning, supervision, implementation and evaluation of various program and events.

Recreation Programming Internship Program

Salary: Stipend possible, negotiable based on experience

Dates of Position: Determined upon hiring

Schedule: Monday through Friday, 35 hours/week, typically 8:30 – 4:30 pm however hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs.

Overview

Assist in performing a variety of complex professional and administrative work in planning, developing, organizing, scheduling, directing and implementing comprehensive recreational, social and cultural programs for all ages. Will work under the direct supervision of the department staff.

Qualifications

1. Valid driver's license.
2. Completion of 2 years or more of college in recreation, education, childhood development or other related field preferred.
3. Skill with personal computer including: word processing, excel spreadsheets, PowerPoint, copy and fax machine.
4. Ability to learn and use recreational software used by the department.
5. Ability to properly handle money and keep records of monies taken into the department.
6. First Aid, AED and Adult, Child and Infant CPR certifications required (will train if needed).
7. Must have reliable transportation.

Internship Program Objectives

1. Apply in practice the knowledge and skills acquired in the academic setting
2. Gain knowledge of particular leisure service delivery systems and their relationships to other service delivery systems
3. Test and enhance leadership and basic supervisory skills
4. Become familiar with the leisure needs and interests of individuals and groups, including groups with varying abilities
5. Function as recreation professionals and articulate professional philosophies and attitudes for the delivery of recreation and leisure services
6. Refine oral and written communication skills
7. Enhance critical thinking and analytic skills
8. Utilize and refine problem solving skills
9. Apply and enhance technological competence

Essential Duties and Responsibilities

1. Assists in developing program schedules, tournaments, and special events.
2. Facilitates and registers participants for all recreation-sponsored activities.

3. Aids in the development and coordination of new and innovative programs for the department.
4. Assists in the planning and implementation of comprehensive programs, i.e. researching and booking various field trips and activities, determining and obtaining needed supplies, and researching and implementing appropriate fees.
5. Assists the departmental staff with tracking monies received and refunded.
6. Assures adequate quality control during special-events and all recreational-sponsored activities.
7. Assists staff in the performance of their duties as required by the director.
8. Reviews program areas and implements changes with permission of the director.

Peripheral Duties and Responsibilities

1. Performs a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies as needed, making arrangements for rental and use of recreation buildings, and helping set up for classes and events.
2. Assists in the registration of program participants.
3. Scheduling facility usage and processing program registrations.

Internship Requirements and Assignments

1. Weekly Reports
 - (d) Weekly reports are a type of self assessment for the intern. They are to be a discussion of the week's activities. Each section is to be addressed in-depth since these sections assist the intern in processing their own problem solving and time management skill development. Each weekly report is due on the Thursday following the week discussed in the report.
2. Mid-Term and Final Evaluations
 - (e) The intern's supervisor completes both of these evaluations and then discusses them with the intern. The mid-term evaluation will be completed at approximately the half-way point of the internship (completion of half of the required internship hours). The final evaluation is completed at the start of the last week of the internship.
3. Program/Event Development, Implementation and Evaluation
 - (f) The student shall take responsibility for the planning, supervision, implementation and evaluation of various program and events.