



WHITPAIN TOWNSHIP
MONTGOMERY COUNTY
PARKS & RECREATION DEPARTMENT

960 WENTZ ROAD · BLUE BELL, PA 19422
(610) 277-2400 · FAX: (610)-277-2209
WWW.WHITPAINREC.COM



Greeting Internship Candidates!

The Whitpain Township Parks and Recreation Department is seeking interns interested in a career in community based recreation, parks and trails. We are a full-service recreation department serving a population of more than twenty thousand residents in Montgomery County, PA. We have three full time employees in our department and close to 100 seasonal part time employees and volunteers.

Whitpain Township continues to grow and develop our recreation facilities and open space resources with over 500 acres of active and passive parks, trails and open space preserves.

Interested Interns should contact the Whitpain Township Parks and Recreation Department at (610) 277-2400 extension 374 to set up an interview.

Thank you and good luck with your education.

Kurt W. Baker

Kurt W. Baker, Director
Whitpain Township Parks & Recreation Dept.
(610) 277-2400 ext, 381 (office)
(215) 264-2695 (cell)
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INTERNSHIP PROGRAM

Program Objective: To expose students currently studying in the field of community recreation to the day-to-day operations of a municipal Parks and Recreation Department.

Whitpain Township can provide experience in the following areas:

- Programming for trips and recreation classes
- Reconciling trips and classes
- Supervising township-sponsored trips
- Programming for special events
- Creating flyers and newsletters – electronic communications
- Organizing and managing a summer day camp
- Scheduling and running a concert and movie series
- Hiring, training and supervising part-time/seasonal staff
- Program registration and registration software
- Communicating with township residents
- Participating in monthly Park Board meetings
- Completing a Parks Inventory
- Budget development
- Park, Trail and facility development
- Dog Park management
- Fundraising for special events
- Attend meetings, workshops, seminars of Pennsylvania Recreation and Park Society and others as available and appropriate
- Many other functions of a Recreation Department

Notes:

- ***A monetary stipend is available***
- Interns must provide their own means of transportation
- All required background checks will be conducted prior to start of internship
- Contact: (610) 277-2400 ext. 374 to schedule an interview with the Director or Assistant Director of the Parks and Recreation Department