

**Camp Hill Borough
Recreation Assistant Intern – Summer 2018**

Camp Hill Recreation Department is hiring for a Recreation Assistant/Intern for Summer 2018.
Application available on website: www.camphillborough.com

Qualifications:

Must be 18 years or older
Experience in planning and evaluating programs
Experience working with children and adults of all ages
Leadership experience in a recreational setting
Microsoft Office literate (Word, Publisher, Excel)
Good communication skills and ability to work with public

Responsibilities:

Assist with phone and front desk work
Enroll participants in Active Network
Assist with seasonal programs and camps
Assist with Summer events and planning of Fall events
Evaluate programs and complying information
Assist with preparing newsletter
Write sponsorship letters
Other duties as assigned

Salary is negotiable

Mail application to Camp Hill Recreation 2145 Walnut Street, Camp Hill, PA 17011 or email
Audrey Logar at alogar@camphillborough.com