

Lancaster Recreation Commission Internship Opportunities

To apply for any of the following internship positions, please send a resume and cover letter via email to the contact person for the position you are interested in.

Sports Services Intern – Help to plan and implement youth and adult sports programs and leagues, organize and issue equipment and supplies, recruit volunteer coaches, assist with program promotion, monitor program sites and serve as a program leader or coach when necessary. Flexible hours day, evening and weekend, year-round. Contact Audra Landers at alanders@LancasterRec.org.

Marketing/Graphic Design Intern – Design, create and help to distribute flyers, brochures and other promotional tools for recreation programs and special events. Must possess computer skills and be able to work independently and as a part of a team. Weekday daytime hours, year-round. Contact Jen Poorman at jpoorman@LancasterRec.org.

Recreation and Parks Intern – Get experience in all aspects of the operation of a community recreation agency. This is a full semester internship, 35 hours each week. Applicants must be enrolled in a recreation and parks degree program to qualify. Flexible hours, daytime, evening and weekend, year-round. Contact Sue Landes at slandes@LancasterRec.org.

Family Special Events Intern – Help to coordinate and plan family-oriented community events; assist in securing sponsors, donations and support from local businesses and organizations. Varied hours day, evening and weekend, year-round. Contact Jill Diller at jdiller@LancasterRec.org.

Business Office Intern – Assist the staff of the business office with billing, preparing invoices, entering payments, tracking delinquent accounts, reconciling bank accounts, preparing financial reports, compiling statistics, developing budgets and processing personnel records. Weekday daytime hours, May – August. Contact Stephanie Mathias at smathias@LancasterRec.org.