



Park & Recreation Management Analyst Intern

Temporary / Part Time

Is an internship the missing piece in your career development plan? Santee Lakes Recreational Preserve may have the opportunity you're looking for!

Santee Lakes is conveniently located at the eastern end of Highway 52, and easily accessible from anywhere in the County. We offer state-of-the-art day use park facilities, fishing in our chain of seven lakes, modern playgrounds, boating, and 300 full hook-up overnight camping accommodations. We rank among the top venues for our traveling public.

Successful completion of an internship at Santee Lakes will provide you with a wide spectrum of knowledge and skills related to the operation and management of a multi-faceted recreational attraction while honing your research and data analysis skills.

Duties may include:

- Entry level research and analysis of recreation programs;
- Hands-on experience in recreational facility operation;
- Interaction with individuals highly experienced in the fields of hospitality, recreational facility operation;
- Special projects as assigned by the Director of Park & Recreation;

Your skills should include:

- Ability to read, write, and perform mathematical calculations at a level which would enable you to perform the research, analysis, and interpretation of data;
- Intermediate-level skill in Microsoft Office including Word, Excel, Access;
- Agility to understand and carry out oral and written instructions;
- Ability to establish and maintain effective relationships with those contacted in the course of performing tasks and duties assigned;
- Communication and interpersonal skills as applied to interaction with co-workers, supervisors, the general public sufficient to exchange or convey information and to receive work direction.

Hours of work will typically be between 9 am and 5 pm Monday thru Friday, some weekends may be assigned.