



Pensacola, Florida Parks and Recreation Department
www.playpensacola.com

Internship Requirements:

Students interested in an internship with the City of Pensacola Parks and Recreation Department should submit:

- Resume
- Cover Letter
- Letter of Recommendation (1)
- Personal Expectations of Your Internship
- University Requirements and Expectations
- College Internship Coordinator's Contact Information

Send To:

Parks and Recreation Department
Attn: Kathy Condon
P.O. Box 12910
Pensacola, FL 32521
Or e-mail to:
kcondon@ci.pensacola.fl.us

Pensacola Parks and Recreation Requirements:

- Applicant must be currently enrolled in a four-year college or university as a Junior, Senior, or Graduate level student.
- Must be majoring in Recreation Management, Leisure Studies, Landscape Architecture, Sport Management or a related field.
- Have at least a 2.5 GPA.
- Demonstrate strong verbal and written communication.
- Ability to work independently.

Internship Program Supervisor

- The Intern will be supervised by department Superintendents, Supervisors and other Administrative staff. Final grades and evaluations will be determined through overall consideration.

Length of Internship

- The typical internship is a 12 week, 40 hours per week program for a total of 480 hours. Shorter internships will be considered by the department.

Salary

- The City of Pensacola will make every effort to pay a small stipend. Budget restraints and other issues will play a part in what is offered, if anything at all. This will be determined in the pre-internship interview.

Transportation

- The intern must provide his/her own transportation to and from the worksite.

Housing

- The intern will be responsible for his/her own housing arrangements.

Dress Code

- The dress code for the City of Pensacola is business casual. Closed toe shoes must be worn at all times.

Potential interns are expected to begin their internship with an understanding of the City of Pensacola Parks and Recreation Department. As a potential intern, you should reference our website at www.playpensacola.com familiarize yourself with our facilities and programs before you begin your internship with our department.

The City of Pensacola Parks and Recreation Department internship program is aimed to best prepare you for a career in the field of Parks and Recreation. You will experience each division of the department and work closely with all of our staff. We will do our very best to develop a specific internship program to fit your interests and expectations.