Village of Riverton

**Street Address:** 1200 Riverton Rd, Riverton, IL 62561  
**Website:** www.riverton.illionois.gov

**Phone number:** 217-629-9122  
**Fax number:** 217-629-9132

**Agency Contact:** Stacy Patterson, Office Manager

**Email Address:** pattersonstacy11@yahoo.com

**How should students contact this agency?** Email

**How should students submit cover letters and resumes?** Email

**General description of agency or business**

We are a Village located just Northeast of Springfield along the Sangamon River. Village was incorporated in 1837 and has a rich history. As of the last census, we had a population of 3,544 residents.

**Internship or Job Description**

Intern will be working with different Village entities to plan, organize, market, promote, and execute recreational activities for families and children. Intern must like working with children in the K-12 spectrum with majority of work being focused on Middle School, High School, and Families. Intern will work with Village Officials to plan activities for the community; coordinate with outside resources for the execution of the plan; and assist with promoting and marketing the activities in order to maximize participation. Some sample activities include:

- Working with Parks Committee to plan, organize, and promote Pickleball seminars and tournaments, 3 on 3 basketball, movie in the park, soccer clinic, and other type activities in parks
- Working with Police Department to plan, organize, and promote National Night Out activities, Neighborhood watch activities, and other type activities on public safety
- Work with Library to plan, organize, and promote Summer Programs such as reading, guest speakers, or community information, and other library programs
- Work with Riverton School District to plan, organize, and promote activities at Summer Food Program, meet with students on Youth Committee to put together long range strategy for activities and events that students would like to see in the community in the future.
Intern should be able to write Press Releases, articles for newspaper, and articles for Village web site. Intern would have the ability to network and coordinate with community resources in order to support the above programs.

**Basic student learning anticipated**
Working for our Village will give a student broad experience in planning, organizing, and marketing in a Public Service/Administration environment. We are a small community that is looking to create or expand the recreational activities or opportunities in the community in order to enhance the lives of our children and families.

**Hours per week:** Up to 25

**Number of weeks:** 10-12 (June 1 to Aug 15, 2017)

**Position Available:** Summer

This is a Paid Internship, paying a stipend of $9.00/hr

Updated: April 28, 2017