

The Borough of Fair Haven in Monmouth County will be accepting applications for internships in the Parks and Recreation office. The interns will be required to work 25 hours per week. The programs would last for a minimum of 8 weeks. Normal business hours are 8-4; however, the position would require some nights and weekends.

The intern will be responsible for designing, implementing, and evaluating one special event for the Borough. Assistance will be provided, but all aspects of coordination are the responsibility of the intern.

The intern will be responsible for attending periodic meetings as needed including Borough Council, Parks and Recreation Commission, and Natural Area Advisory Group.

Administrative tasks including responding to Emails, phone messages, mailings, marketing, accounting and filing. The intern will also be assisting with special events and summer programs as needed.

Contact:

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