



600 E. 1st St.
PO Box 128
Tea, SD 57064
Phone: 605-498-4994
Website: www.teasd.com

POSITION OPENING: PARKS AND RECREATION INTERN

The City of Tea is seeking a motivated and dedicated individual to fill a summer seasonal Park and Recreation Intern position with Tea Parks and Recreation.

Position Details:

- Date: May-Mid-August
- Starting wage: \$15.00 per hour
- Hours: 40 per week. Weekdays, weeknights, and limited weekends required.
- Experience: Majoring in Recreation, Exercise Science, Physical Education, or related field.
- First review of applications: February 23, 2026
- Employment is open until filled

The City of Tea is an Equal Opportunity Employer (EOE)

How to Apply:

The employment application is available online at <https://www.teasd.com/employment-application> or may be obtained at Tea City Hall. This document contains both a position summary and the complete job description on the pages that follow.

Completed applications and resumes must be submitted by email or mail to the City of Tea. Phone inquiries are welcome—please call 605-498-4994 and ask for Jake.

Application Materials:

Applicants must submit the following:

- Completed City of Tea employment application
- Resume

Submission Options:

Email: jkerr@teasd.org

Mail:

City of Tea

Attn: Jake Kerr

PO Box 128

Tea, SD 57064

Posted on 1/12/2026

Parks and Recreation Intern
Tea, SD, US
Position Open Until Filled.

Job Title: Tea Parks & Recreation Intern
Department: Parks & Recreation
Reports to: Parks & Recreation Director
Salary Range: \$15.00 Hourly
FLSA Status: Non-exempt
Union Code: None

Job Summary

Work with the Parks and Recreation Department staff to complete tasks, lead programs and events, attend meetings, and assist in certain divisions within the department while gaining well-rounded experience through the assigned responsibilities.

Minimum Qualifications

- Declared major/minor within the parks & recreation leisure services, physical education or related field of study or other related degree, with an approved educational institution.
- Valid driver's License.
- Must be able to pass a criminal background check.
- Must be 18 years of age or older

Preferred Qualifications

- Experience with recreation programming.
- Experience using both Microsoft Office and Google Workspace, with primary emphasis on Google Docs, Sheets, Slides, and Forms..
- Experience in using social media

Major Duties-(Essential Function)

- Oversee and assist with various programs and events offered by the department which include but are not limited to youth programming, adult programming, special events, and nature programming.
- Create, oversee, and implement a new program/event in the intern's division of choice as it fits the department's needs and budget.
- Work with department supervisors to perform assigned tasks for each division and/or facility within the department.
- Assist the Maintenance Department with field preparation and related tasks.
- Prepare reports and other documents such as rosters, schedules, promotional materials, and agenda items.
- Attend meetings associated with the department and affiliated groups; including, department staff meetings, Tea parks and recreation board meetings, and Coaches Meetings.

- Maintain a work schedule that fits the department's programs, events, and meeting needs.
- Establish and maintain cooperative planning and working relationships with other public and volunteer community agencies.
- Achieve public relations objectives through speaking engagements and the use of media.
- Shall perform other duties as assigned by the Recreation Manager or designated supervisor.

Physical Demands/Work Environment (Essential Function)

- While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee will frequently stand, walk, talk, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close, distance, color vision, depth perception, and the ability to adjust focus.
- This position is performed indoors and outdoors, possibly in adverse weather conditions.
- Employee must be capable of operating miscellaneous office and other equipment relative to this position, including but not limited to: personal computer, copier, motor vehicles, recreation equipment, communication equipment, and related items.

Mental Complexity/Interpersonal Contacts (Essential Function)

- Ability to communicate verbally with children, adults, and co-workers
- Required to present a positive and professional image and appropriately represent the City of Tea.
- Must ensure the safety of patrons by implementing safety protocols and responding to emergencies.
- Primarily works with others

Pre-employment Screening

Pre-employment screening may include, but are not limited to, the following: references, criminal background, credit history, drug and alcohol screening, medical history questionnaire, and pre-employment physical.