

Job/Internship Opportunities at Lake Eola Park

512 E. Washington St. Orlando, FL 32801

About Lake Eola Park:

Lake Eola Park is located in the heart of Downtown Orlando. The sidewalk that circles the lake is 0.9 miles in length, making it easy for visitors to keep track of their walking or running distances. Other activities available to park visitors include renting swan-shaped paddle boats, feeding the live swans and other birds inhabiting the park, seeing a concert or a play in the Walt Disney Amphitheater, grabbing a bite to eat at local restaurants or relaxing amid beautiful flower beds and a spectacular view of Orlando's skyline.

Starting Salary: **\$10.00 per hour**

Grade: Seasonal

This is an official City of Orlando position. All City hiring procedures must be followed.

Responsibilities encompass different operational areas at Lake Eola Park to include Park Operations, Event Planning and Swan Boat Concession. Incumbents will contribute in all areas and make recommendations for improvement.

Position Focus Areas/Internship:

Park Operations

- Monitors park operations for compliance with established performance standards; conducts inspections of park and playground area; recommends new park projects and improvements; and researches necessary resources, systems and procedures to implement projects.
- Monitors the budget for Lake Eola Park including review of budget expenditures, and making revenue and expenditure adjustments to stay within budget.
- Reviews complaints from park patrons and recommends solutions for difficult situations and unusual problems involving interpretation of park policies

Event Planning

- Develops an understanding of the complex needs of different events, and diverse clients.
- Issues invoices and collects payments, creates comprehensive and readable financial reports. Anticipates and plans for possible different scenarios.
- Oversees events on the day of for compliance with park rules, problem-solving, welcoming guests, directing event set-up, communicating with staff and vendors.

Swan Boat

- Represents Lake Eola Park and the City of Orlando in Interactions with the public.

- Provides information about the park and downtown Orlando.
- Makes recommendations for improving customer relations and dock operations.

Attendant Position/Internship:

NATURE OF WORK:

Responsibilities encompass different operational areas at Lake Eola Park to include Park Operations, Event Planning and Swan Boat Concession. Incumbents will contribute in all areas and make recommendations for improvement.

WORK SCHEDULE: Work hours will vary based on facility needs. **Must be available at least three days per week.**

Minimum Requirements

Must be enrolled in a college/university taking at least one class in the semester/quarter (spring/fall) prior to participation in the internship program OR must have graduated from a college/university within the past six (6) months. **Must pass polygraph examination and drug screening.**

VALID DRIVER LICENSE FROM ANY STATE MUST BE PRESENTED AT TIME OF INTERVIEW. VALID FLORIDA DRIVER LICENSE MUST BE PRESENTED WITHIN 30 DAYS OF HIRE.

Length of employment/internship is based on availability and/or semesters. They can be per semester or for the full school year, summer, for experience after graduation, or all that is listed. Time frame is negotiable, but a minimum must be discussed and met in order to be hired and to receive a reference from the City of Orlando for the internship.

Internships will be run through the Arboretum and overseen by the City of Orlando.

How to Apply:

Contact Kathy Hall with questions and application information

katherine.hall@cityoforlando.net

If you are hired and would like to use this opportunity for internship credit contact

Jennifer.Elliott@ucf.edu