

## Park & Recreation Intern

### General Purpose

Work includes completing tasks, leading programs, and events, attending meetings, and assisting in certain divisions within the department while gaining a well-rounded experience through the issued responsibilities. Work is performed under the direction and general supervision of the Director of Parks and Recreation.

### Essential Duties and Responsibilities

- Oversee or assist with various programs and events offered by the department, including but not limited to: youth programming, adult programming, special events and activities.
- 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 assist, shadow and/or perform assigned tasks for each division and/or facility within the department including: recreation, administration/office, and public pool. If there is a specific area with more interest, potential additional time can be spent being involved in that area.
- Prepare reports and other documents such as operating; activity and statistical reports; promotional materials and agenda items; present materials to the interested groups.
- Attend meetings associated with the department and affiliated groups, including, department staff meetings, staff trainings and coach's trainings/meetings.
- Maintain a work schedule permitting easy access for citizens and one that fits the needs of the department's programs, events, and meeting needs.
- Develop public understanding and participation in parks and recreation programs through public relations activities. Interpret to the public the program, its philosophy, and objectives through all suitable means.
- Establish and maintain cooperative planning and working relationships with other public and volunteer community agencies.
- Achieve public relation objectives through speaking engagements and use of media.
- Shall perform other duties as prescribed by Parks and Recreation Director or designated supervisor.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### Minimum Qualifications

- (A) 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.
- (B) Valid driver's License.

### Preferred Qualifications

- Experience with recreation programming.
- Experience in using Microsoft office products including Word, Excel, Outlook, PowerPoint, and Publisher.
- Experience in using social media

### Necessary Knowledge, Skills and Abilities:

- Strong verbal and written communication skills.
- Ability to develop public understanding and participation in parks and recreation programs through public relations activities.
- Ability to interpret to the public the program, its philosophy, and objectives through all suitable means.
- Ability to establish and maintain cooperative planning and working relationships with other public and volunteer community agencies.
- Ability to achieve public relation objectives through speaking engagements and use of media.

#### 4.3 – Internship Job Description

##### **Tools and Equipment Used**

Employee must be capable of operating miscellaneous office and other equipment relative to this position which shall include but may not be limited to: personal computer, copier, fax machine, motor vehicles, recreation equipment, communication equipment and related items.

##### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 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 is frequently required to stand, walk, talk, or hear, sit, climb, or 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 and color vision, depth perception and the ability to adjust focus.

##### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet to moderate.

##### **Length of Internship**

The internship will extend for the minimum length of time that is required by the educational institution to meet graduation standards.

May be extended as agreed up by the Parks & Recreation Director and the intern.