



ROSELLE PARK DISTRICT

DATE UPDATED: 02/07/2013

JOB TITLE: Recreation Intern
CLASSIFICATION: Non-Exempt
DEPARTMENT: Recreation
REPORTS TO: Superintendent of Recreation

SUMMARY

Responsible for working with the recreation department to assist with all types of projects, events, and programs. The internship provides a comprehensive experience of the District's operations including programming, facility management, camps, aquatics, and special events.

QUALIFICATIONS & SKILLS

- Currently working towards a bachelor's degree from an accredited college or university in Recreation, Leisure Services, or a related field
- Availability for flexible hours
- Knowledge of the theories, practices, and philosophies of community recreational programming
- Knowledge of the operation and maintenance of recreational programs and equipment
- Organized and able to coordinate multiple activities taking place at multiple locations
- Ability to assess and solve problems as they arise
- Demonstrate good professional judgment, initiative, flexibility, and creativity
- Knowledge, experience and proficiency in Microsoft Office and computer applications
- Ability to work independently without constant supervision

DUTIES & RESPONSIBILITIES

Duties and responsibilities may include, but are not limited to, any combination of the following tasks:

- Visit, observe and participate in different phases of the agency facilities, programs, services, and operations
- Evaluate meetings or activities planned or conducted and prepare or maintain reports regarding programs, equipment, facilities, and customer activity
- Provide excellent customer service by supporting Park District standards and maintaining a positive public image by addressing questions and concerns from staff, patrons, participants, and parents immediately
- Establish, support, and maintain collaborative efforts with internal and external customers and organizations;
- Directly assist with events, programs and facility operations
- Plan thoroughly in advance of all assignments
- Keep program and work supplies, equipment, and facility areas clean, organized, and safe
- Communicate openly, honestly and professionally at all times
- Complete all duties as assigned by supervisor(s)

ESSENTIAL JOB FUNCTIONS

Per American with Disabilities Act, general physical requirements include the following:

This position may require a diverse range of physical motion, effort, and ability. Applicants must demonstrate an ability to perform the following functions.

- Ability to present written and verbal ideas and recommendations

- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material
- Ability to operate assigned equipment
- Ability to effectively interact and communicate well with others
- Ability to interpret and explain District policies and procedures
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility
- Walking, standing, reaching, bending, sitting
- Must be able to lift up to 35 lbs

WORK CONDITIONS & ENVIRONMENTAL CONSIDERATIONS:

- May be exposed to occasional inclement weather including heat, humidity, rain, wind, etc.

SAFETY RESPONSIBILITIES

Actively supports the Safety Policy and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents. Responsibilities may include, but are not limited to the following:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Immediately reports all accidents and unsafe actions, practices or conditions to the supervisor.
3. Cooperates and assists in the investigation of accidents.
4. Takes corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee, volunteer or program participant.
5. Avoids engaging in any horseplay and refrains from distracting others and keep children from doing the same.
6. Continually observes and evaluates work conditions and work procedures to detect and correct unsafe conditions and practices.
7. Keeps work area clean and orderly at all times.