

Recreation Intern
WAGE RANGE
\$13.00 Hourly
10-40 hours Per Week (400 Hours Total)

DEFINITION:

Under general supervision, the promotion and implementation of assigned recreation programs and services such as: special events; distributes flyers and other marketing materials to promote designated recreation programs; responds to requests for information pertinent to District recreation programs and services and refers customer issues and complaints to appropriate District staff for resolution; completes all required records and reports required by policy and/or regulation; and performs related duties as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

1. Assists with the implementation of recreation activities; assures activities are in compliance with all the laws, policies, regulations and goals.
2. Assures that staff adheres to policies and procedures for efficient and safe operations.
3. Operates office equipment to perform tasks including those involving the use of computers and supporting software applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of: The rules, regulations, policies, and operating procedures of the District; rules and regulations governing the conduct and safety of persons using District recreational facilities, programs and equipment; basic computer applications involving word processing, data entry and standard report generation.
- Skills: Interpreting and applying District policies and procedures; supervising the work of recreation staff and contract instructors; providing training to newly hired staff; effectively supervising operations; promoting and enforcing safe work practices.
- Ability to: Communicate effectively verbally and in writing; effectively explain policies and procedures; establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Completion of the twelfth (12th) grade; closely related field and (1) year of experience working in recreation programs; or an equivalent combination of education, training, and work experience.

Special Requirements, Licenses, and Certificates

Incumbents must possess a valid driver's license from the state of residence at the time of appointment and maintain an excellent driving record.

Physical Requirements

Light physical demands; lifting up to 50 pounds and moving supplies and equipment; frequent use of a personal computer.

Work Environment

Primary work environment is in a climate controlled office setting, and in District facilities; work requires travel to recreation facilities and other locations throughout the District. Some work is required outdoors. Work involves performing multiple tasks, working to deadlines, and responding to customer issues; incumbents may be required to work evenings and weekends.

ADDITIONAL INFORMATION:

FLSA Category: Non-Exempt

Contact Colin Smith at csmith@sunriseparks.com for more information: