

Job Description



Position:	INTERN (focal areas: Planning, Recreation, Maintenance, and Marketing and Volunteer Coordinator.)
Reports to:	Recreation Supervisor, Assistant District Manager, District Manager, or as assigned.
Category:	Non-Exempt
Pay Rate:	Minimum wage to \$20.00 per hour, depending on experience.
Weekly Hours:	Part-Time (0.5 FTE) Not to exceed 980 hours in a Fiscal Year.

Position Overview

Under general direction of the Recreation Superintendent, Recreation Supervisor, Assistant District Manager, the District Manager, or as assigned, performs responsible, professional recreation work and activities as they relate to the recreation functions of the District. The intern position may be assigned a focal area (Planning, Recreation, Maintenance, and Marketing and Volunteer Coordinator, etc.) at the District's discretion.

Primary Objectives

This position assists staff in numerous areas depending on the position focus. Some interns will be assigned to a special project. An objective of the position is to provide the intern with valuable job experience.

Responsibilities and Duties

Depending on the focus, duties may include, but are not limited to, the following:

1. Recreation - This position assists with program planning, scheduling, organizing, and conducting a variety of recreational activities (youth, adult special needs, and senior activities and programs, special events). This position may also aid in donation, marketing, and promotion activities including social media.
2. Planning - This position assists with the research and development of parks, park plans, and other supporting information. Depending on the assignment, the position may require training in Geographical Information Systems, environmental studies, and regulations.
3. Maintenance/Volunteer Coordinator – This position assists with the maintenance and construction of parks trails, and other facilities. The position may also support and supervise volunteer efforts in Parks and for events.

Additional Responsibilities and Duties

We anticipate a more detailed description developed with the particular assignment. Duties may include, but are not limited to the following:

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- Prepare news releases, marketing flyers, and other means of publicity.
- Additional duties may be required based on program requirements
- Does related work as assigned or required.
- Collecting and preparing data for potential planning projects.
- Completion of field work, collecting parcel data and research land records.
- Assist staff in preparing maps and graphics.
- Meet with neighbors to collect information on the site.
- Familiarity with maintenance, trail, and vegetation tools and techniques or willingness to learn.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Although it varies with the assignment, typical abilities include:

- General knowledge of recreation administration and child development.
- Ability to learn and communicate.
- Conduct quality programming in all areas of service.
- Communications and public relations.
- An outstanding, collaborative, flexible team player, keen to engage in positive, supportive professional relationships and maintain cooperative and effective working relationships with patrons, staff, and other individuals.

Education and Experience

A combination of education and experience that provides the required knowledge, skills, and abilities is qualifying. One way, but not the only way, to obtain the knowledge, skills, and abilities would be:

Education

- Completion or pursuit of Associate's, Bachelor's, or Master's Degree.
- Current college level coursework in Recreation Administration, child development, park design, landscape architecture, natural resources, marketing, maintenance, and/or a related field.

Experience

- Previous work experience, especially working with the public and other team members.

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record.
- Medical Examination and Finger Printing

Successful candidates must:

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- Required to pass District pre-employment medical examination.
- Complete finger-printing and screening.

Work Environment

A varied work environment as some duties requires that workers spend time outdoors or indoors depending on the activity and program. Working in an office environment will be needed to plan programs and special events. Recreation workers may face some injury risk while participating in physical activities.

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time.
- Occasionally climbing stairs, ladders and crawling.
- Occasional reaching overhead and stretching, and kneeling and squatting.
- Some bending and occasional work on rough, uneven terrain.
- Occasional handling and dexterity.
- Lifting, pushing, pulling and carrying abilities under 100 pounds.

Direct Reports

- None (unless assigned)

Benefits

- Limited. Part-time benefits include worker's compensation and unemployment insurance; limited sick leave.
- Experience will determine the pay rate with students with little experience and coursework paid at the lower end of the scale, while more experienced, higher level students with highly technical skills that deliver professional level work will receive a higher pay rate.

Job Description Action

Status:	<i>Approved</i>
Date approved:	<i>6/17/2019</i>
History	<i>Position with new formal description. 6/12/19 Reviewed by Personnel Committee.</i>
Reviewed:	

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10/2/2019