



Job Description

Recreation Intern

Status: Non-Exempt	Department: Recreation
Supervision Received: Under the direction of the Recreation & Events Coordinator	Positions Directly Supervised: None

Basic Function: This position assists in the daily operations of the Recreation Department by assisting the Recreation & Events Coordinator with various Township Recreation programs and events by performing clerical and administrative tasks while learning collaborative communication & project management skills; ability to enhance communications, construct content, use social media tools, work on a variety of projects including planning, implementing and coordination the Townships recreational contributions to the community. This position is temporary in nature and intended to coincide with a program of higher education; may provide administrative support to Department Heads and staff, as needed.

Work Performed:

- *1. Provide office support that assists in the functioning of the department; such as typing, filing, data entry, scanning, sending and receiving faxes and emails, and organizing event supplies.
 - *2. Assist with daily customer service inquiries, pavilion and field rentals as needed.
 - *3. Assists and supports the Recreation and Events Coordinator by contributing to the planning, organizing, coordinating, supervising, and participating in the development and implementation of recreational programs, events, clinics, etc., and evaluation after.
 - *4. Assist in marketing efforts on Social Media and the Township Website; explore other advertising methods to enhance program marketing.
 - *5. Assist in creating marketing materials (flyers, images for online promotion, etc.)
 - *6. Other administrative duties may be assigned according to demonstrated abilities; performs other duties as assigned.
- *Essential duties

Education /Experience/Knowledge:

- Obtained a degree or is currently studying from an accredited college or university in "Parks and Recreation," "Public Administration," "Recreation

Management," "Sports Management," "Tourism," "Leisure Studies," "Hospitality" or related field of study.

- Possess a valid Pennsylvania Driver's License
- Knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, One Note, etc.), Adobe.
- Social Media and website design experience preferred.

Competencies:

- Accountability/Dependability
- Attention to Detail
- Adaptability/Flexibility
- Communication: Listens to others and communicates in an effective manner (orally, written, presentation)
- Computer (literacy) Skills
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public.
- Problem Solving Skills
- Interpersonal/Collaborative Skills
- Mathematical Reasoning
- Organizational Skills
- Reading Comprehension
- Self-Management-initiative

Physical Requirements:

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 talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, and reach with hands and arms.

Tasks in this position involve the ability to exert moderate physical effort in sedentary to moderate work. This position will require mobility (sitting, standing, walking, bending, etc.) up to (8) hours a day in the office setting. May lift/pull objects and materials of weight (15-35 pounds). Be able to operate office machinery.

Work Environment: Work is typically performed in a professional office environment.

Work is sometimes outdoors, and various locations within the township.

Position Type and Expected Hours of Work:

This is a part-time, non-exempt, position. Approximately 30-40 hours a week, for approximately 12 weeks ; Hours are flexible based on class schedule; May through August. Evening/Weekend hours are required during special events.

Compensation: \$12.30/hour

Other Duties:

Please note this job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
