

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Intern, Recreation Services	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	INT926
DIVISION:	Community Center	DATE:	03/26/2019
REPORTS TO:	Assistant Director, Recreation Services	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Temporary	COST CENTER:	521
REPLACES:	N/A	LAST REVISED DATE:	11/01/2018

JOB SUMMARY STATEMENT: The intern will work under the direction of the Assistant Director, Recreation Services in a program that provides the opportunity to gain experience in planning, organizing, leading and evaluating various recreational programs. The intern will be responsible for developing one program/event as a special project which includes planning, organizing, implementing and presenting for evaluation. The type and scope of the project will be determined with the assistance of the recreation supervisor. The intern will be exposed to the operations of the entire department and receive assignments from the various divisions which include the community centers, aquatics, soccer complex, farmer’s market, golf courses, farmstead, and arts.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, implements and presents a special program/event for evaluation. The type and scope of the program/event will be determined with the assistance of the recreation supervisor. Learns and follows policies and procedures concerning program and event marketing.
2. Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items.
3. Intern will be exposed to the departments operations and will receive assignments or assist with special events/programs at the community center, aquatics, soccer complex, farmers market, golf courses, farmstead and arts.
4. Attends departmental meetings.
5. Learns departmental and community center policies and operations.
6. Performs other duties as assigned.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

- Current enrollment in undergraduate or graduate degree program in parks and recreation management, kinesiology, exercise science, sports management, leisure studies, or a related field.
- Possession of an appropriate, valid drivers license.
- Must have and maintain an insurable driving record.

EXPERIENCE:

- No experience required.

SKILLS:

- Attention to detail
- Basic math and accounting skills
- Working knowledge of computer software applications such as spreadsheets and word-processing.
- Human Relations/Interpersonal skills
- Project management skills
- Time management skills
- Good oral and written communication skills

MENTAL REQUIREMENTS:

- Ability to work in a fast paced, customer service oriented facility.
- Ability to meet deadlines
- Diplomacy and judgment
- Ability to recognize and protect confidential information
- Ability to prioritize multiple tasks
- Ability to carry out assignments through oral and written instructions
- Ability to work in a hectic environment with many interruptions.
- Ability to work on several projects at once.
- Ability to read and comprehend City policies and procedures.
- Ability to learn and comprehend various software programs.
- Ability to recognize and protect confidential information.
- Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

- Ability to reach, stand, crawl, bend, stoop, climb, push, and pull
- Hand and eye coordination adequate to input information into a computer.
- Ability to make and receive phone calls
- Ability to distinguish smells
- Ability to operate City vehicles

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by interns within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of interns assigned to this job.