CITY OF THE COLONY Status: Non-Exempt Prepared By: Recreation Coordinator	Recreation Intern (Recreation Center)	PARKS & RECREATION DEPARTMENT Revised: 04/2015

JOB SUMMARY

Under the supervision of the Recreation Coordinator, Athletics Coordinator and Special Events Coordinator the Recreation Intern will be given specific duties and responsibilities to assist with summer recreation programs, daily operations of a municipal recreation center, summer youth sports leagues, and with various special events including Liberty by the Lake, Summer Cinema Clubhouse and Back to School Bash. This position seeks to expose interns to various aspects of a Parks and Recreation Department providing a well rounded foundation in municipal recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in preparation and implementation of summer Kidz Kamp.
2. Assist with summer youth basketball and volleyball program administration.
3. Assist with community wide special events including Liberty by the Lake, Summer Cinema Clubhouse and Back to School Bash.
4. Set up and tear down volleyball poles, nets; set up and tear down wallyball net; set up tables and chairs; raise and lower basketball goals; set up and take down score clock.
5. Assist coordinators with other administrative duties and projects as assigned.
6. Monitor activities at recreation center, answer phones, checkout equipment, manage customer requests, and assist patrons.
7. Communicate effectively and courteously with customers and staff in person, in writing or telephone providing the highest level of customer service in all interactions.
8. Maintain a clean appearance at all Parks and Recreation Department facilities or events and be knowledgeable of all programs and activities.
9. Prepare incident/accident/damage reports.
10. Register patrons for programs.
11. Must have flexible schedule to be able to work days, evenings, weekends and holidays (as necessary). This position is scheduled 25-40 hours per week for as many weeks necessary to complete internship requirements, ideally a minimum of 10 weeks.
12. Perform light housekeeping and maintenance duties.
13. Ability to carry, push, pull, lift or hold up to 60 lbs. of equipment or furniture.
14. May be required to work in extreme weather conditions for activities and events.
15. Sits for extended periods of time at desk using the computer preparing reports, schedules, flyers, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to use effective verbal and written communication skills with staff and public, as well as show effective leadership.
2. Ability to use good judgment in handling customer requests, altercations and emergency situations.
3. Ability to be creative, a self-starter, and work with minimum supervision.
4. Working knowledge of computer system and software, fax machine and copier.

EDUCATION, EXPERIENCE AND CERTIFICATION	
1. Must be at least 18 years of age. 2. Junior, senior or graduate student pursuing a Bachelor's degree in parks and recreation management, leisure studies or related curriculum. 2. Previous experience in a recreation setting preferred. 3. CPR/1st Aid certification or ability to obtain certification prior to beginning internship.	
CERTIFICATION	
Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed:

Interested applicants for the summer of 2015 can contact Amber Downing, Recreation Coordinator, with The Colony Parks and Recreation Department at 972-624-3951 or Amber@tcpard.com for additional information and application procedures. Position dates are flexible. Benefits include hourly rate of $8.69 for 5-12 hours of work a week. Remainder of hours will be on a volunteer basis.