

City of Beavercreek
An Equal Opportunity Employer

Position Title: Intern

Department: Parks, Recreation, and Culture

Employment Status: Seasonal

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This entails administrative work assisting with the recreational activities and programs in the Parks, Recreation, and Culture Department. An employee in this class is responsible for a variety of recreation program related tasks. Duties are performed under the direction of the Recreation Program Supervisor, Division of Parks, Recreation, and Culture.

EQUIPMENT/JOB LOCATION: This position requires general knowledge of office and recreation equipment, including: personal computer, telephone, general office equipment, and transportation vehicles. The primary work site is the Municipal Maintenance Facility and the City's recreation facilities.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Performs tasks and duties as set forth by contract with the intern's college or university.
- Supervises seasonal sports such as adult soccer, adult softball and youth T-ball Leagues.
- Handles administrative duties related to seasonal sports, such as preparing league standings.
- Responds to requests for recreation information; answers questions and provides necessary information; enrolls individuals in activities, classes, and programs.
- Prepares news releases pertaining to upcoming activities and special events.
- Updates the departmental telephone hotline as necessary.
- Prepares and mails registration information for upcoming sports seasons.
- Assumes the duties of the Softball Field Supervisor in his/her absence.
- Works special events, such as Fourth of July and summer concert series.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to complaints from citizens.
- Performs clerical duties as necessary, including word processing, filing, copying, answering telephones, and bookkeeping.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- General knowledge of park administration and recreational programs.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the direction of the Recreation Program Supervisor.

City of Beavercreek
An Equal Opportunity Employer

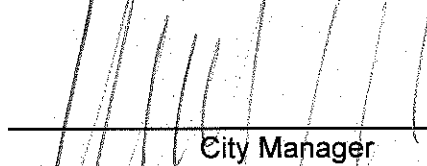
DESIRABLE TRAINING AND EXPERIENCE:

- Must be enrolled at an accredited college or university pursuing a baccalaureate degree or graduate degree in recreation administration or a related field during their employment with the City of Beavercreek.
- Coursework preparation in related fields such as statistics, marketing, program evaluation, personnel management, sports management and special events programming.

NECESSARY SPECIAL REQUIREMENTS:

- Possess and maintain a valid Ohio Driver's License as required.
- Ability to work other than normal week day hours, and to work various shifts as necessary.

Job Description Approved by:



City Manager



Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date