

**CITY OF ROCKY RIVER**  
**POSITION DESCRIPTION**  
**Recreation Operations Intern**

**Title:** Recreation Operations Intern

**Department:** Recreation

**Title of Supervisor:** Designated Recreation Administrative Staff

**Positions Supervised:** None

**Status of Position:** ☐ Full-Time ☒ Part-time ☐ Seasonal  
☒ Non-bargaining Unit ☐ Bargaining Unit \_\_\_\_\_  
☐ Classified Civil Service ☒ Appointed

**SUMMARY OF MAJOR DUTIES:**

The Recreation Operation Intern will assist the Recreation Department with a multitude of projects that will include assisting in the oversight and management of any/all recreational facilities and operations. The intern will learn day-to-day management of specific areas of city recreational facilities which may include: the Umerley Civic Center, the Hamilton Ice Arena, the Municipal Outdoor Pool and/or the ten city parks.

**SUMMARY OF REQUIRED QUALIFICATIONS:**

This position is designed for degree seeking college students. Strong background, interest and/or experience in recreational/sports facilities/operations.

Certifications: CPR/AED and First Aid certification (preferred.)

**SUMMARY OF EQUIPMENT USED:**

The Recreation Operations Interns(s) are required to utilize general office equipment (copiers, computers, etc.) May be required to learn/operate facility specific equipment (fitness, natatorium, maintenance tools, etc.)

**SUMMARY OF WORK ENVIRONMENT:**

The Intern will spend approximately 50% of his/her time in an office setting and the other 50% in the facility/field he/she is focusing on (fitness floor, outdoor field, natatorium, ice rink, etc.).

## **MAJOR DUTIES AND TASKS:**

<b>Duty</b>	<b>Percentage of Time Spent on Duty</b>
<b>1. Facility Management</b>	<b>75%</b>
<ul style="list-style-type: none"><li>• Assist in overseeing current recreation facilities.</li><li>• Develop usage reports, participation information, etc. as required.</li><li>• Assess member satisfaction within recreation facilities.</li><li>• Make recommendations on facility space usage.</li></ul>	
<b>2. Marketing</b>	<b>10%</b>
<ul style="list-style-type: none"><li>• Assist in recruiting/increasing new members.</li><li>• Assist in recommending social/print media concepts.</li></ul>	
<b>3. Office Management</b>	<b>15%</b>
<ul style="list-style-type: none"><li>• Assist in general office management.</li><li>• Assist in special projects related to other areas of the recreation department.</li></ul>	