

CITY OF ROCKY RIVER
POSITION DESCRIPTION
Recreation Program Intern

Title: Recreation Program 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 Program Intern will assist the Recreation Department with a multitude of projects that will include program development, implementation and assessment. The Intern may have the opportunity to work in a variety of program areas such as: Aquatics & Safety, Fitness & Wellness, Hockey/Skating, Youth/Adult Sports, etc.

SUMMARY OF REQUIRED QUALIFICATIONS:

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

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

SUMMARY OF EQUIPMENT USED:

The Recreation Program Interns(s) are required to utilize general office equipment (copiers, computers, etc.) May be required to learn/operate program specific equipment (pool equipment, fitness equipment, 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 field of the program he/she is focusing on (fitness floor, outdoor field, natatorium, ice rink, etc.).

MAJOR DUTIES AND TASKS:

Duty	Percentage of Time Spent on Duty
1. Programming	70%
<ul style="list-style-type: none">• Assist in overseeing current recreational programs.• Develop program plan to include participation and revenue expectations.• Assess seasonal program plan success/participation satisfaction.	
2. Marketing	25%
<ul style="list-style-type: none">• Assist in recruiting/increasing program participation.• Assist in recommending social/print media concepts.	
3. Office Management	5%
<ul style="list-style-type: none">• Assist in general office management.• Assist in special projects related to other areas of the recreation department.	