

CITY OF ROCKY RIVER
POSITION DESCRIPTION
Aquatic Intern

Title: Aquatic Intern

Department: Recreation

Title of Supervisor: Aquatics & Safety Manager

Positions Supervised: None

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

SUMMARY OF MAJOR DUTIES:

Recreation Department Interns are responsible for assisting administrative staff with a variety of tasks specific to their program area of interest. Responsibilities may include but are not limited to program development & oversight, procedural review and recommendation, design of program materials as well as facility oversight and supervision.

SUMMARY OF REQUIRED QUALIFICATIONS:

This position is designed for degree seeking college students with a strong background, interest and/or experience in recreation, sport and/or facility/program management.

Certifications: American Red Cross Lifeguarding Certification (Required)

SUMMARY OF EQUIPMENT USED:

Recreation Interns 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:

Duty	Percentage of Time Spent on Duty
1. Administrative	50%
• Assist in any/all areas of program data input and reporting. • Learn/Assist in space reservations and scheduling. • Learn/Assist in process of scheduling staff & volunteers. • Make recommendations to enhance programs, facilities or services. • Assist in general office management. • Assist in special projects related to other areas of the recreation department.	
2. Marketing	10%
• Assist in recruiting/increasing new members and/or participants. • Assist in recommending social/print media concepts.	
3. Program Area Specific	40%
• Assist in monthly staff in-service planning, training and auditing. • Assist in seasonal opening/closing of the Water Zone. • Assist in daily pool maintenance.	