



Recreation Department

Recreation Program Intern

Mayor Pamela Bobst

Reports To:	Varies on Job Assignment	Salary:	Unpaid
Shift:	Varies based on need and school schedule Evenings and Weekends may be required	FLSA Status:	Exempt

Position Overview:

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. The Recreation Program Intern(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.) 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.).

Duties:

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| 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. | |

Minimum 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.)

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. **Submit completed application, cover letter and resume**, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer