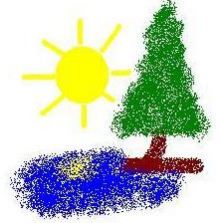




TOWN OF CHESHIRE PARKS AND RECREATION DEPARTMENT

559 S. MAIN STREET, CHESHIRE, CONNECTICUT 06410
(203) 272-2743 • recreation@cheshirect.org
www.cheshirect.org/parkrec



Job Description

Position

Summer Intern (Program Assistant)

Objective

- Gain experience in overall operations of a busy municipal recreation department by assisting the Director, Program Supervisor, Program Coordinator, Aquatics Director and Office Staff in the daily operations of the department.

Reporting Relationships

Reports to: Director of Recreation & Program Supervisor

Immediate Supervisor: Program Coordinator or assigned

Supervises: Seasonal/part-time recreation staff

Location

Work is performed at the Youth Center as well as various recreational sites throughout the town. This position requires ability to move from site to site and set up for activities including tables, chairs, PA system and other equipment during the performance of duties any given day.

Knowledge, Skills and Minimum Qualifications

- Enrolled in a Bachelor's or Master's Degree Program in Community Recreation or related field.
- Knowledge of and ability to apply principles, concepts, and practices of municipal recreational programming.
- Ability to communicate effectively both verbally and in writing with program participants, staff, co-workers, civic groups, and the media.
- Flexibility in days and hours available to be scheduled for work including some evenings and weekends.
- Prior related work experience is preferred

Essential Functions

- Assist Program Supervisor and Program Coordinator in the planning, promotion and execution of recreation programs including summer camps and sports.
- Assist Program Supervisor and Program Coordinator with developing and implementing new recreation programs and events to meet the needs of the community.
- Assists Office Staff with customer service including facility rentals and program registrations
- Assists Aquatics Director in daily pool operations including staff supervision, pass sales, swim lesson registration and water quality testing.
- Assists in the coordinator and execution of special events including weekly summer concerts.

Starting Rate of Pay

\$10.10/hour

Typical Work Hours

Mondays - Fridays, 8:30am-4:00pm (some nights and weekends required)

Approximate Season Length

May-August