

South Windsor Parks & Recreation Recreation Internship

JOB DESCRIPTION

JOB TITLE: Intern

REPORTS TO: Assistant Recreation Director

HOURS/SALARY: This internship is 400 hours, consisting of 10, 40 hour weeks. The salary is \$400/week. Start and end date are flexible, with the internship starting in May or June and ending in mid to late August.

JOB SUMMARY:

Intern assumes administrative roles involving duties and responsibilities commonly assigned to an entry-level manager position in recreation. The intern will gain leadership experience in programming, marketing, financial management, facility operations, and personnel management. The intern will also be encouraged to explore other areas of interest to learn more about recreation and the general operations both within and outside of the assigned department that will be supplemental to the learning experience. Specifically, the intern will take a lead role, with supervision, in managing the summer concert series and related tasks.

DUTIES AND RESPONSIBILITIES:

Programming:

- Planning, scheduling, implementing and general supervision of various municipal recreation programs and facilities.
- Utilize recreation software for program and event registration
- Complete program and event evaluations
- Attend department staff meetings

Marketing:

- Acquire skills to be proficient in designing and creating publicity with designated software
- Design and distribute publicity for upcoming events and programs (i.e. brochures, posters, press releases, flyers, etc.)
- Update website to promote programs and events.
- Work with concert sponsors to market the event

Facility Operations and Maintenance:

- Follow proper office procedures, phone protocol, operational record keeping, and other paperwork procedures commonly used in the daily function of department
- Coordinate supplies and equipment needed for recreation programs and events
- Review operational manuals and reports for the equipment and facilities used by the department
- Shadow staff to learn general facility operation and maintenance tasks
- Assist with facility and equipment maintenance for recreation programs and events

Budgeting or Financial Management:

- Learn budgetary and financial policies and procedures by assisting with some portion of the budgetary process
- Collect and account for all fees remitted
- Assist with the calculation of employee payroll
- Attend financial meetings

Personnel Supervision and Management:

- Review and understand employee manual and department policies and procedures
- Assist with the hiring and evaluation of paid and volunteer recreation staff
- Assist with developing and leading training sessions
- Train and supervise recreation staff in implementation, coordination, and evaluation of recreation programs and events
- Develop weekly personnel schedules for concert staff
- Complete and review personnel time cards
- Assist in delegation, coordination, and implementation of tasks needed for smooth operation
- Responsible for tracking and organizing documentation of accidents, injuries, incidents, complaints, and problems of staff
- Understand each department's primary function, each staff member's functions, and the inter-relationships between each of the departments through various job shadow opportunities

General:

- Plan and implement the major project of the summer concert series
- Attend staff meetings on a regular basis. Also, attend board meetings, executive meetings, professional association meetings, and other relevant meetings.
- Participate in orientation that includes facilities tour, staff introductions, overview of department procedures, familiarization with customer services, and review of intern duties.
- Create and implement one new program or special event.

Application and resume should be submitted to:

South Windsor Parks and Recreation, 91 Ayers Rd. South Windsor, CT 06074

Questions may be directed to Keri Apt- keri.apt@southwindsor.org