



City of Port Washington Parks & Recreation Department

Job Announcement

Recreation Summer Intern

Seasonal Position

GENERAL PURPOSE

Under general supervision and guidance of the Recreation Director and guidance of the Administrative Assistant and Aquatic Coordinator, the Recreation Intern is responsible for assisting with planning and supervision of the department's programs and events as well as assisting office operations. Intern specific programming will be divided as follows: 50% Office Operations and Programming; 15% Summer Park; 15% Pirates' Hollow Community Waterpark; 10% Youth/Adult Sports; 10% Special Events.

ESSENTIAL JOB FUNCTIONS

1. Recreation Programming/Events: Attends relevant meetings; Plans, promotes, coordinates, schedules, implements, and supervises Recreation Programs/Events; Shadows and/or fills in for various seasonal positions as needed; Completes site visits of parks and programs throughout internship. Specific tasks for events will be assigned to intern.
2. Marketing: Designs and creates various publicity materials; Uses social media marketing; Obtains sponsorships/donations; Understands policies and procedures.
3. Facility Operations & Maintenance: Assists with office coverage, including proper phone protocol, participant registrations, facility bookings, and record keeping; Reviews operational manuals and maintenance procedures; Shadows and assists with maintenance of facilities; Assists with program and facility supervision.
4. Budgeting & Fiscal Management: Learns budgetary procedures; assists with employee payroll and time card management; purchases supplies and materials.
5. Personnel Supervision & Management: Assists with staffing and supervision of assigned program staff, including recruiting, interviewing, training and evaluating staff/volunteers. Completes weekly payroll as assigned. Solicits and helps with volunteer management.
6. General: Acts as a professional staff member; participates in facility orientations; familiarizes self with city policies and procedures; communicates issues to Supervisor; other related duties as assigned. Will assist with basic office communication with the public as needed. Utilize recreation software programs to obtain registration rosters, attendance sheets, facility usage reports, program statistics and league results.

QUALIFICATIONS & SKILLS

- Must be 18 years of age or older and pursuing a bachelor or master's degree in Parks and Recreation, Sports Management, Physical Education or closely related field.
- Basic proficiency in Microsoft applications, including Excel, Word, Power Point, and Outlook.
- Excellent organizational, analytical, judgement and problem-solving skills.
- Effective interpersonal skills.
- Ability to work evenings, weekends, and holidays as needed.

More info online at portwashington.recdesk.com under the Job Opportunities tab

Employment Information: Summer Months (May – August)

Monday – Friday

10:30-4:30pm (30-35 hours per week)

Nights and weekends as assigned

Closing Date: Until Filled

Starting Rate: \$9.00 per hour

The City of Port Washington is an Equal Opportunity and Reasonable Accommodation Employer.