NEW HAVEN-ADAMS TWP PARK AND RECREATION DEPARTMENT

Job Description

POSITION: Recreation Program Intern

REPORTS TO: Recreation Director

GENERAL DESCRIPTION:

- The two primary areas of focus for the internship will be working directly under the Recreation Supervisor and the Director of Nature Programming and include duties associated with their job functions such as planning and coordinating recreation programs, administering programs, administrative duties, daily operations & assisting with special events.
- This internship has standard job duties but can be tailored specifically for the intern. Our belief about internships is to provide a comprehensive and meaningful experience that provides the student an opportunity to learn through “real world” situations. We expect an intern to complete a minimum of 25 hours and a maximum of 45 hours a week and may encompasses days and/or nights, as well as weekends.

RESPONSIBILITIES

- Assist with programs (planning, marketing, scheduling, supervision, and customer/program evaluations). Programming includes preschool, youth and adult activities; camps, nature programming, sport clinics and special events.
- Assist as needed in the office; developing phone etiquette, program financials, answering customer inquiries, using RecTrac (online registration system).
- Assist with promotion of department programs and activities including: email/text updates, design program fliers, and assist with developing seasonal program guide.
- Attend staff meetings, Park Board meetings, and city council meetings when assigned.
- Review revenue and expenditure budget procedures, fundraising programs/procedures and other administrative duties.
- Assist with personnel functions (hiring, training, payroll)
- Working directly with the Director of Nature Programming to
  - Research and develop program ideas for:
    - One time special presentations at the Nature Center
    - Off-site educational displays/activities for Farm Market and other venues
    - Recurring hikes or activities for the Nature Center such as PreK programs
    - *Develop programming for Deetz and North River Rd. Nature Areas
  - Lead regularly scheduled nature hikes
  - Develop displays for the Nature Center on local seasonal topics
  - Conduct nature themed crafts/games/activities at the Nature Center
  - Assist with landscaping around the Nature Center

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin or sexual orientation. Reasonable accommodations for persons with a known disability will be considered in accordance with State and Federal Law.
o Assist with invasive species removal at Moser, help organize a Garlic Mustard Pull Challenge for Spring
o Help obtain donations of materials and supplies for improvement of exhibits
o Staff the Nature Center
o Promote and market NH Parks’ Nature Programming in the community

MISCELLANEOUS
1. Interns will not be paid for their agreed internship contract dates. The intern will have no conflicting commitments during the internship. Reasonable accommodations will be made for scheduling.
2. The intern will know and adhere to the City of New Haven’s policies and procedures.
3. The intern is responsible for his/her own transportation, room, and board.
4. The intern must complete written mid and post-internship evaluations of his/her experience.
5. The intern will be required to submit to a criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES
1. High standards or excellence in performing duties
2. INITIATIVE!
3. ENTHUSIASM! – profound interest in the field of Parks and Recreation
4. Good Judgment
5. Ability to adapt to new situations calmly and effectively
6. Neat and appropriate appearance
7. Ability to maintain good rapport with supervisors, co-workers, and the public
8. Dependable and responsible
9. Good written and verbal communication skills

QUALIFICATIONS, EDUCATION and/or EXPERIENCE
- Must be at least 18 years of age
- Must be enrolled in college with a major related to the field of Parks and Recreation
- Standard First Aid preferred
- Valid driver’s license

If interested in applying, submit resume and/or application to:

Anna Gurney
Recreation Director
New Haven-Adams Twp. Park and Recreation Dept.
1125 Hartzell Street
New Haven, IN 46774

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