

CITY OF MARSHALL
Job Description

JOB TITLE: Recreation/Special Events Internship-Fall

TIME PERIOD: Sept, Oct, Nov.

WAGE: \$8.00 - \$9.25/Hr.

REPORTS TO: Recreation Superintendent and Recreation Coordinator

GENERAL STATEMENT OF POSITION

Under direction of both the Recreation Superintendent and Recreation Coordinator, plans, organizes and provides supervision and oversight for assigned recreation activities, services, facilities, special events, camps, field trips and programs and performs related work as required. Interns are expected to exercise a high degree of expertise, initiative and independent decision-making to insure customer satisfaction. Strive to carry out Department Mission Statement in all recreation activities. "To enhance the quality of life for our community by providing safe, healthy and fun recreation opportunities."

WORK ENVIRONMENT

In a fast-paced environment, the Intern is expected to supervise, oversee and monitor all activities, both indoor and out, in all weather conditions. Lift, carry and manage equipment and supplies. Participate in and lead others in a variety of recreational activities. The Intern will need to work odd and/or long hours at a time to complete program responsibilities.

EXAMPLES OF PRINCIPLE DUTIES AND RESPONSIBILITIES

(Duties are illustrative and not inclusive and may vary with individual assignment)

Customer Service –

- Provide friendly, polite and accurate information on program policies and procedures when interacting with students, other staff, parents and the general public.
- Represent the City of Marshall – Recreation Department in a professional manner at all times. Uses good manners/speech, stable temperament, adheres to dress code.

Programming – Assist the Superintendent and Recreation Coordinator in the development and planning of sport and recreation programs to ensure activities and events are made available for all community members.

- May provide on-site operations and supervision of recreation and sports programs, such as:
 - Youth Sports
 - Pee Wee Soccer
 - Basketball 101/202
 - 3rd – 6th Grade Boys Basketball

- 3rd – 6th Grade Girls Basketball
 - Youth Programs
 - After School
 - Overnight Lock-In
 - Special Events
 - Haunted Trail
 - Adult Sports
 - Fall Softball
 - Fall Indoor Volleyball
 - 3 on 3 Basketball
- Implement Recreation Programs – Pee Wee Soccer, Basketball 101/202, 3rd-6th Grade Boys Basketball, 3rd – 6th Grade Girls Basketball, After School Programs, Overnight Lock-In, Haunted Trail, Mackinac Island Bus Trip, Adult Fall Softball, Adult Fall Volleyball and Adult 3 on 3 Basketball.
 - Assess the requirements of the community for the development of youth programs including outreach with users, sponsors, community groups, Marshall Public School faculty, coaches and others as needed.
 - Plan activities and reserve facilities.
 - Provide information necessary for the development of program flyers, brochures, newsletters, e-blasts, etc.
 - Writes a variety of press releases related to programs and events. Submit releases to Department Secretary.
 - Recruits, trains and supervises coaches and contractual employees (umpires).
 - Enforces safety and operating procedures and maintenance needs including compliance with health and safety standards for volunteer coaches and contractual employees.
 - Develop league/program schedules.
 - Develop contractual employee work schedule.
 - Make arrangement for any facility set-up needed.
 - Provide evaluation information for any program summary comments.
- Fiscal Responsibilities –
 - Responsible to operate programs within department budget guidelines and City’s purchasing code.
 - Assist Recreation Superintendent in budget process by providing program updates and proposed changes in fees or equipment.
- Other Assignments Include –
 - Participate in department meetings to assist in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation areas.
 - Complete mandatory Safety Training.
 - Assist with website management and on-line presence with various social media outlets.
 - Performs other duties of a similar nature or level.

QUALIFICATIONS

Education

- High school diploma with course work at a four-year college or university in recreation administration, physical education, leisure services or a related field.

Other Knowledge, Skills and Abilities

- Knowledge of recreation, sport and leisure program administration, including the rules governing the youth and adult sports offered by the department.
- Must be able to demonstrate team leadership and management skills.
- Must be able to demonstrate effective communication skills; verbal, listening and written.
- Must be able to demonstrate time management and stress management skills.
- PC skills in word processing and spreadsheet applications are required.
- Ability to learn dedicated recreation software program.
- Ability to interact with all age levels in a positive manner.
- Understanding of the development needs of youth.
- Knowledge of emergency procedures; basic first aid procedures and CPR is desirable.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Must possess and maintain a valid driver's license.