



Position Description

<u>Position Title:</u>	Recreation Intern	<u>Employment Dates:</u>	May – August
<u>Department:</u>	Community Services	<u>Division:</u>	Parks and Recreation
<u>Accountable to:</u>	Recreation Supervisor	<u>Pay Rate:</u>	\$10.00/hour

Primary Objective of Position:

To provide a future professional, who is a senior or graduate student studying a parks and recreation curriculum, a quality introductory experience into the administration and implementation of parks and recreation programs and facilities. Additionally, this position is expected to provide additional staff support for the Parks and Recreation Division, and perform other duties or responsibilities as assigned by the Recreation Supervisor.

Essential Functions of the Position:

Program Implementation:

- Assists Recreation Supervisors (6), Assistant Parks and Recreation Manager, and Art Center Manager with registrations, implementation, and general management of arts, cultural, and recreation programs which may include but are not limited to:
 - Adult Athletic leagues
 - Summer Playground program
 - Youth and Family programs
 - Camp Kota
 - Community Engagement programs
 - Adaptive Recreation programs
 - Pond Dakota Park programs
 - Arts in the Park programs
 - Special Events
- Assists with implementation and administration of volunteer services.
- Documents and informs supervisor of on-site program concerns including scheduling conflicts, maintenance needs, and all other pertinent program related issues.
- Assists with coordination of program publicity and promotion.
- Completes assigned program reports, surveys, and evaluations.

Facilities Management

- Assist with reservations, scheduling, and supervision of Parks and Recreation facilities.
- Communicate schedules, concerns, and repairs with Park Maintenance and Facilities staff.
- Assist Recreation Supervisor with organization of Bloomington Family Aquatics Center.

Staff Coordination

- Assists with the scheduling, communication, and training of seasonal staff.
- Expected to participate in seasonal staff training.
- Assists with the planning of staff training and meetings.
- Serves as a substitute seasonal staff as needed.

Other

- Provides general office support for the Parks and Recreation Division.
- Attend Parks and Recreation Staff meetings as scheduled.
- Develops and maintains professional relationships with supervisors, staff, program participants, and other professional relationships.
- Provides Recreation Supervisor(s) with documented feedback from participants and staff regarding programs and facilities.
- Serve one week of responsibilities as a member of Park Maintenance staff.
- Provide assistance for all Bloomington Parks and Recreation Division staff and gain an understanding of each staff member's primary responsibilities.
- Participates in own performance evaluation, identifying past accomplishments, problems, goals, and personal improvement plan.
- Completes all required coursework assigned by respective college or university.
- Completes all other duties as assigned.

Examples of Performance Criteria:

- Student completes essential functions of the position and other assigned duties in an effective, professional and timely manner.
- Student develops positive relationships with program participants, as well as the seasonal, part-time, and full-time staff.
- Student demonstrates a strong initiative, problem solving ability, and customer service skills.
- Student completes all necessary requirements for their respective college or university within the guidelines of Bloomington Parks and Recreation's expectations.

Minimum Qualifications:

- Internship required for completing Baccalaureate or Master's degree in Parks and Recreation.
- Computer proficiency: specifically Microsoft Office programs.
- Demonstrates strong communication and customer service skills.
- Experience participating in, planning, and evaluating recreational programs.
- Demonstrates strong problem solving abilities and techniques.
- Ability to work well with others and independently as responsibilities may require.
- CPR/First Aid certified or the ability to obtain certification prior to start of employment.

Desired Qualifications:

- Ability to apply the knowledge and skills required to provide work direction and leadership to seasonal/part-time, and contractual staff.
- Experience with recreation software programs.
- Experience working in municipal recreation.
- Knowledge of park maintenance and facilities requirements and procedures.