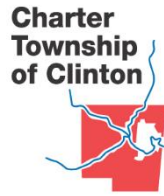


Job Title: Recreation Assistant-Intern
Job Posting Date: January 17, 2019
Closing Date: March 1, 2019
Pay Rate: \$11.25 hourly



General Summary:

Under the supervision of the Recreation Department Full Time staff, the Recreation Assistant Intern will assist in planning, implementing and coordinating special events, programs and will assist with day-to-day operational duties while completing college internship requirements. This position will satisfy a 15 week internship requirement. This position works up to 40 hours per week from May-September depending on availability. The Recreation Assistant Intern is responsible for completing necessary paperwork from College or University to obtain credit approval.

General Knowledge/Abilities:

- Must be able to work independently while utilizing excellent time management and prioritization of tasks.
- Excellent verbal and written communication skills, including proper telephone etiquette.
- Ability to multi-task.
- Knowledge of basic capabilities and functions of Microsoft Office and recreation software programs.
- Knowledge of basic use of general office equipment such as telephones, fax, copiers, and computers.
- Model professionalism and civic leadership.
- Ability to plan and lead recreation program activities.
- Ability to work a varied schedule including days, evenings, and weekends.
- Ability to positively adhere to Clinton Township and Recreation Department policies and procedures
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to communicate effectively orally and in writing; ability to give and understand complex oral and written instructions.
- Enthusiastically and thoroughly complete projects as assigned by supervisor.

Other

- Must be able to sit, stand, bend, lift, reach, walk, and move around during working hours.
- Must be able to lift, pull, push, and move a minimum of fifty (50) pounds.

Job Summary:

Recreation Assistant Intern will be responsible for a variety of tasks. Oversees delivery of supplies to all day camp locations, maintain inventory supply, supervise and maintain a schedule, prioritize daily tasks, and interact with the public when needed. After hours special events are mandatory. Recreation Assistant Intern will work under the direct supervision of the full time staff. *Flex hours will be required to keep under 40 hours per week. Learn and explore all aspects of the Recreation Department including: program design, planning, analysis and evaluation, needs assessment, personnel management, operations, fiscal management,

promotions, marketing and communications, regulatory standards, resource identification, diversity recognition and risk management.

Additional Responsibilities:

- Assists in organizing and leading recreation programs and events.
- Organizes and maintains necessary supplies for programs/activities.
- Participates in marketing and promotions of programs and services.
- Assists in maintaining program records and reports.
- Delivery of supplies while driving Township box truck or other vehicles.
- Maintains a safe and clean work environment.
- Reliable attendance and timeliness to scheduled shifts.
- Assist with set-up and cleanup of programs, meetings, and events.
- Create and conduct a community project, program or event
- Assists with planning, developing, coordinating, implementing and leading recreation activities and programs.
- Supervises participants in areas such as youth and adult sports programs in addition to various special events.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Qualifications and Requirements:

Student in good standing with University or College and currently enrolled in a Bachelor's or Master's program studying recreation, sports management, leisure studies or related field; shows a genuine interest in gaining experience in recreation. Experience working with children and adults. CPR/First Aid/AED certification (available upon hire). Valid state of Michigan driver's license and the ability to maintain insurability under the Township's vehicle insurance policy. Must have valid driver's license for 2 years or more.

Final hire is based upon an acceptable criminal background and reference check. The Township does not guarantee employment upon completion of the internship.

Applications can be found online at:

http://clintontownship.com/uploads/3/5/2/8/35280648/full_app.new.feb19.pdf

Return Applications and Resume by mail, email or fax:

Clinton Township Recreation Department
Attention: Frank Pizzo, Director of Parks & Recreation
40700 Romeo Plank
Clinton Township, MI 48038

E-mail: Recreation@clintontownship.com

Fax: 586-723-8282