



201 East Main Street • PO Box 218 • West Branch, Iowa 52358 (319) 930-0393 • Fax (319) 643-2782 •
www.westbranchiowa.org • melissa@westbranchiowa.org

2017 Summer Internship

Job Description

The Parks & Recreation Intern will assist the Recreation Supervisor with planning, coordinating, and administering youth and adult programs, and will assist with day-to-day administrative duties while completing college internship requirements.

Job Responsibilities

1. Learns and explores all aspects of the Parks & 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.
2. Assists with planning, developing, coordinating, implementing and leading recreational activities and programs.
3. Leads implementation of recreation programs.
4. Supervises participants in areas such as youth programs and activities, adult and youth sports leagues, senior citizen activities, various tournaments and special events.
5. Completes Parks & Recreation facility preparation and maintenance as needed.
6. Performs administrative and office duties as assigned.
7. Performs other duties or assumes other responsibilities as apparent or assigned.

Knowledge, Skills and Abilities

Success Factors -

1. Takes action in solving problems while exhibiting judgment and a systematic approach to decision making.
2. Create and participate in a team environment.
3. Display willingness to listen and learn.
4. Work efficiently and safely with little direct supervision.
5. Willing to make the extra effort to be successful.
6. Comfortable working in close proximity with children of all ages and adults.
7. Establish clear, open-minded, trustworthy, bias-free and customer-focused communication to ensure a welcoming and inclusive environment.
8. Uphold the City of West Branch Mission Statement with integrity and professionalism.



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9. Attentive to the City's and the Department's standards for customer service, accuracy, quality, efficiency and all City and Department policies and procedures ensuring that all work performed meets those standards.

Qualifications -

1. Working toward or completed Bachelor's Degree in Parks & Recreation, Leisure Studies, Education or related field preferred but not required.
2. Experience working with children and adults.
3. Must possess or obtain CPR, AED, and First Aid Certification (within 30 days of hire).

Physical Requirements

PHYSICAL REQUIREMENTS:

1. Position requires lifting and carrying up to 50 pounds occasionally.
2. Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, vendors and the community.

WORKING CONDITIONS:

1. Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
2. Climate controlled office with hazards typical to that environment.
3. Position requires travel within and outside of the City which imposes common travel hazards.
4. Standard work hours will vary week per week and will include evenings and weekends.
5. There is no residency requirement for this position.

Additional Information

Employees consider it a privilege to work for the City of West Branch and hold themselves to high level work ethics and personal standards. A criminal background check will be conducted. Individual will comply with the City's drug testing requirements.

Disclaimer

This Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the employer. Employee may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. This Job Description does not constitute a contract of employment nor alter employee's status as an at-will employee. Employee has the right to terminate any employment at any time and for any reason and the employer has a similar right.