

**DANVILLE PARKS AND RECREATION
POSITION DESCRIPTION
SUMMER INTERNSHIP**

INTERNSHIP SUMMARY

Danville Parks & Recreation Intern Program offers a 12-14 week educational work experience beneficial to students interested in employment in a park and recreation setting. The primary responsibility of the intern is to assist the park staff in providing quality experiences for park visitors and program participants.

Work Status

This position is considered a Contracted Employee for Danville Parks & Recreation Department and will be scheduled 40 hours per week for 12-14 weeks. This internship may require working during evenings, weekends, and holidays as needed.

Wages/Salary

\$3,840.00 for 12-14 weeks (\$8.00/hour)

RELATIONSHIPS

Reports to: Director, Assistant Director

Supervises: None

Works with: Parks and Recreation staff, and the general public

MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY

- “ Successfully complete a special project of value to the student and the department.
- “ Perform requirements and duties as required by intern’s college or university as needed for credit.
- “ Communicate with staff at all times.
- “ Attend all park department meetings and Park Board meetings as assigned.
- “ Know, enforce and adhere to the safety regulations and rules; maintain order at all times; be strict, but courteous.
- “ Always be in proper uniform while on duty
- “ Attend in-service training meetings or practices and special meetings at the request of supervisors.
- “ Assist in Gill Family Aquatic Center operations
- “ Assist park staff with planning, implementing, and maintaining park recreation and sports programs.
- “ Assist in supervising volunteers during programs/special events as needed.
- “ Assist in Danville Athletic Club operations.

- “ This position will be subject to the rules, policies, and operating procedures established by the Town, which may be amended at any time.
- “ Assist in cleaning as required
- “ Assist with summer camp.
- “ Perform all other duties as assigned.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, grasping.

Physical Characteristics of Work: Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and scan area for hazardous situations.

Environmental Conditions: Work is performed in a typical in an outside environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour. May be subject to stressful situations if a life-threatening incident occurs.

QUALIFICATIONS

- “ Good Standing with university.
- “ Must have completed sophomore year and be enrolled in parks or related classes.
- “ Current certification in CPR and First Aid preferred
- “ Previous experience working with children, programming or aquatics.
- “ Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- “ Be friendly, mature, trustworthy, dependable and responsible
- “ Be in good physical condition
- “ Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the general public
- “ Candidates must have a valid driver's license and reliable transportation to and from work.
- “ Candidates also must pass a background check before start date.

INTERNSHIP OUTLINE

Week 1

- Orientation / Tour of facilities.
- Learn operational functions.
- Special project selection and overview.
- Review Department Policies & Procedures

Week 2

- Aquatic Facility Preparation
- Marketing

Week 3

- Summer Camp.
- Danville Athletic Club Operations

Week 4

- Aquatics Operations.
- Summer Camp

Week 5

- Facilities.
- Summer Camp
- Attend Park Board Meeting

Week 6

- Networking Building
- Summer Camp

Week 7

- Maintenance
- Summer Camp

Week 8

- Special Events: Entertainment Series/Outdoor Movies & Concerts

Week 9

- Recreational Programming.

Week 10

- Recreational Programming

Week 11

- Human Resources & Staffing

Week 12

- Job Shadow Assistant Director.

***Week 13**

- Park Board presentation on the Danville Parks Internship experience.

***Week 14**

- Job Shadow Director.

***May change due to academic requirements.**

Application Requirements:

~Cover letter

~Resume

~Application (available at www.danvilleindiana.org/parks under employment)

*Please note, upon being selected, a background check and valid Driver's License will be required.
Danville Parks & Recreation is an Equal Opportunity Employer.

Please submit all required documents in one packet to:

Will Lacey
Park Director
Danville Parks & Recreation Department
49 N. Wayne St.
Danville, IN 46122
wlacey@danvilleindiana.org