

City of Merriam- Job Description

Job Title: Recreation Intern
Department: Parks and Recreation
Reports to: **Assistant Director of Parks and Recreation**
Status: **Seasonal**
Pay Range: \$15 /hour

Position Summary

The Recreation Intern will work under the supervision of the Merriam Parks and Recreation staff to provide assistance in all aspects of the Merriam Community Center operations. The intern will have the opportunity to observe, learn, and participate in the day-to-day operations of the Merriam Parks and Recreation department. The intern will be required to plan a special project that aligns with the requirements set by their university or college.

Essential Functions and Duties

- Works on a special project that meets the requirements of the university or college attending.
- Work with supervisors to assist with events and programs.
- Regularly meet with internship supervisor/mentor to review concepts and learning opportunities.
- Develop, implement, and manage special project and other events under the supervision of recreation coordinator.
- Assist welcome desk staff to understand their duties and learn customer service skills.
- Understands and complies with department policies and procedures, division manuals, codes of conduct, and city personnel rules and regulations.
- Assists staff in the performance of their duties as required.
- Shadow staff members to observe and learn their duties.
- Other duties as assigned.

Education and Experience

- College student with at least 60 credit hours studying Parks and Recreation Management or a related major.
- No experience required.

Knowledge, Skills, and Abilities

- Basic knowledge of municipal parks and recreation
- Written and verbal communication skills
- Ability to work independently and on a team
- Ability to give and receive clear directions

City of Merriam- Job Description

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, talk, and hear. Occasionally employee is required to stand or walk, use hands to finger, handle, or feel objects, tools, or controls; reach with arms and hands; employee is occasionally required to walk and climb stairs.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical of recreational facilities. Periodic exposure to sun.