



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Seasonal Parks & Recreation Intern (May-August 2020)
DATE: November 5, 2019
DEPARTMENT: Parks and Recreation
REPORTS TO: Recreation Supervisor
PAY GRADE: Starting at \$10.50/hour
FLSA STATUS: Non-Exempt

Position Purpose

Under general direction, serves as support to Village Parks & Recreation department. Assists in managing programming including; athletics, adult leagues, aquatics, and special events.

Supervision Exercised

None.

Job Duties

Essential Functions:

- Will be the main point of contact for Men's Summer Softball league. Attends to the weekly operational needs and statistical updates of softball league. Provides weekly updates to all teams and manages needs as they arise, including stocking first aid kits, ordering softballs and managing game protests.
- Coordinates and implements Unplug & Play event series. For example, will run Scavenger hunt event at a local park. There will be a total of three of these events through the summer.
- Assists in collection of sponsorships and donations for the department.
- Attends to the daily operational needs the Parks & Rec department, including multiple daily trips to locations for supplies and program evaluations, photos etc.
- Works ALL special events, including Lunch on the Lawn, Movies in the Park, Pool Special Events and July 4th.
- Assists with program registrations and pass sales, including periods of intensive computer processing with custom registration system.
- Weekly visits to athletic programs held at local parks, ensuring program quality. Programs are held at Burns, Robbins, Veeck and KLM.
- Assists with production of the seasonal program brochure and editing.

- Assists in management of social media marketing, specifically Facebook, Instagram and Twitter.
- Performs any additional errands or duties as related to department needs. This may include purchasing candy or bottled water for July 4th, printer ink for the pool, organizing storage spaces etc.

Marginal Functions

- Prepare other reports and proposals, as needed pertaining to operations and programming of the department.
- Other duties as assigned.

Environmental Factors

The work environment includes an office setting, the Community Pool, parks and the general outdoors. The candidate is subject to inclement weather conditions, high levels of noise for an extended period of time, exposure to fumes or disagreeable odors.

Physical/Mental Requirements

Regularly required to sit, use hands to touch, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus. Must have physical ability to accomplish job tasks and able to work outdoors is required.

Safety Functions

- Becomes familiar with and observes all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of parks and recreation operations and programs. Knowledge of general sports rules related to softball and baseball.
- Knowledge of federal, state and local law affecting parks and recreation operations.
- Knowledge of municipal administration and organization.
- Frequent contact with other Village employees, community groups, volunteers affiliate organizations, vendors, local businesses, and the public; must be able to communicate verbally, must occasionally make presentations and demonstrate good customer relations.
- Frequently prepares written reports; must be able to communicate in writing.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Position Requirements

Minimum age 18. Ability to understand and follow oral and written instructions. Ability to count money and make change correctly. Ability to use a calculator and do basic math functions. Must have good oral communication skills and able to demonstrate excellent customer service skills. Must have physical ability to accomplish job tasks and able to work outdoors as required. Required to have knowledge of general sport rules (softball, baseball). Candidates must possess and maintain a valid Illinois motor vehicle driver's license during the course of employment with the Village.

Hours are generally are Monday-Friday 8am-4:30pm (40 hours/week, lunch break included). Some evening, weekend and holiday work is required. Preferred candidate will be pursuing a degree in Recreation. Knowledge of Microsoft Office required.

Process

The selection process includes an application process, interview process, drug screening and background check. **The deadline to apply is January 15, 2020.** The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.