**HOMEWOOD-FLOSSMOOR PARK DISTRICT**

**PART-TIME JOB DESCRIPTION**

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| **JOB TITLE:**  RECREATION INTERN **JOB CATEGORY:**  RECREATION  **IMMEDIATE SUPERVISOR:**  SUPT. OF REC. **JOB CODE:** 7024  **IMRF STATUS:** NON-PARTICIPATING **FLSA STATUS:** EXEMPT |

**GENERAL JOB DESCRIPTION:** Under the supervision and direction of the Superintendent of Recreation, the Intern will assist the Recreation Supervisor in the planning, organization, and supervision of specific assigned recreation programs and facilities. The Intern shall act as a general assistant to the Superintendent of Recreation or Recreation Supervisor.

**PHYSICAL REQUIREMENTS:**

**STANDING:** occasional

**SITTING:** extended periods of time

**WALKING:** frequent- to monitor programs

**LIFTING:** occasional- up to #50 lbs.

**STOOPING:** occasional- files, games, setting up athletic equipment

**REACHING:** occasional- storage of supplies, set up & take down

**CLIMBING:** minimal- decorating, getting supplies, setting up nets

**VERBAL:** communicate one to one and with a group

**VISION:** type, read, write, drive, monitor & evaluate

**OTHER:** driving required.

**COGNITIVE SKILLS REQUIRED:**

* Problem intervention, supervision, organization, completing forms.

**KNOWLEDGE AND SKILL REQUIRED:**

* Possess a basic knowledge of the theory and philosophy of Recreation.
* Knowledge and ability to assist in planning, organizing or creating of recreation programs.

**EDUCATION AND TRAINING:**

* Junior or Senior in college studying the field of recreation or other allied field.
* Prior field work, part time experience in the area of recreation or related experience.

**ESSENTIAL JOB FUNCTIONS (DUTIES):**

* Assist in the administration of Recreation programs as assigned.
* Assist in diversified programs suited to the needs of the clientele with the H-F Park District policies.
* Submit reports to the Superintendent of Recreation, Recreation Supervisor and college as requested or required.
* Maintain good relationships with community, other interest groups and agencies serving the area.
* Attend workshops or seminars as they pertain with Superintendent of Recreation approval.
* Work with other departments as assigned.

**MARGINAL FUNCTIONS:**

* Drive to various sites and facilities.
* Substitute for van driver.
* Adheres to all policies and procedures outlined in the Safety Manual and Policy and Procedures Manual.

**OTHER JOB REQUIREMENTS:**

* Evening, weekend, and holiday work required.

Date: October 1997

Revised: