



City of Dallas

**Park and Recreation Department
Internship Program**

About the Program



The city of Dallas Park and Recreation Department offers an exciting opportunity to students looking to grow their professional resume. If you are interested in a rewarding and challenging public service career, this is an excellent opportunity to apply to work in a municipal corporation in one of largest metropolitan areas in the United States.

The program is designed to attract, develop and retain talented individuals with an interest in a municipal park and recreation career. This program gives selected participants the opportunity to observe firsthand the efforts of a large city government park system working to resolve some of its most pressing issues while serving the Citizens of Dallas. If selected, you will learn about every facet of a large, urban, complex city operation from the ground up.

About the Dallas Park and Recreation Department

Dallas is the ninth largest city in the United States with more than 1.3 million residents. The Dallas Park and Recreation Department is one of the largest municipal park systems in the nation and provides for the management, supervision, coordination, and implementation of an array of leisure service opportunities, including such organized activities as athletics, sports, arts, crafts, drama, physical fitness, music, and aquatics, utilizing recreation centers, athletic fields, swimming pools, open space, schools, and special facilities. Recreation also provides for the assessment, planning, coordination, implementation, and evaluation of leisure services for senior citizens and disabled persons in cooperation with community agencies and organizations. The department is made up of five divisions to ensure that the each facet of recreation and leisure services are met. The divisions are Administration and Finance, Fair Park, Planning and Design, Park Maintenance, and Recreation Services.

The Dallas Park and Recreation Department oversees the daily operations of:

- 374 parks totaling 18, 618 acres
- 4,400 acres of water
- 41 recreation centers
- 6 golf courses, 4 driving ranges
- 5 tennis centers
- Kiest Softball Complex
- Cotton Bowl at Fair Park
- Over 200 athletic fields
- Lakeland Hills Skate Park
- Southern Skates Roller Rink
- 3 dog parks
- Disc golf course
- 104 developed trail miles
- 17 community pools
- 8 spraygrounds
- Bahama Beach Waterpark
- Indoor Pool (Bachman Recreation Center)
- Fair Park - a National Historic Landmark
- Dallas Arboretum and Botanical Gardens
- Texas Discovery Gardens at Fair Park
- Cedar Ridge Nature Preserve
- Trinity River Audubon Center

Salary and Benefits

City of Dallas offers paid internships beginning at \$11.27 per hour. If hired full time, benefits include:

- Medical, dental, and vision insurance
- 9 paid holidays
- Defined benefit retirement program
- Paid sick and vacation time



Why you want to work with the Dallas Park and Recreation Department

Outstanding Arts and Cultural Programs



Plethora of Youth and Adult Sports Courses, Clinics, and Leagues



Construction and Innovation happening all over the city



(Before)

(After)

Focus on Health and Fitness



Outstanding After School Programs and Youth Camps





Classifications and Specifications

Title:	Intern
Agency:	Dallas Park and Recreation Department
Schedule:	Days/Evenings/Weekends not to exceed 40 hours per week - minimum 10 consecutive weeks
Class Code:	24110
Pay Grade:	C
Salary Range:	\$11.27 Hourly (min.) / \$14.93 Hourly (mid-point) / \$18.60 Hourly (max.)

Position Purpose

As a part time employee, attain experience and develop skills in a municipal park and recreation setting and to acquire a working knowledge of standards and procedures for professional growth and development.

Requirements

Individuals should have 90 cumulative college credit hours at an accredited college/university with a 2.5 GPA or higher, pursuing a degree in recreation/leisure services or related field, and currently enrolled in the college/university's internship program. The candidate should have the ability to manage time effectively and have strong interpersonal and communication skills. Candidate should possess the ability to handle multiple tasks simultaneously. Individuals should also have a valid driver's license and reliable transportation.

Special Requirements

Meet all college/university requirements
Meet all City of Dallas employment eligibility requirements

Essential Functions:

Interns will be spending time in the Recreation Administration offices to learn day to day operations of the Recreation Services Division; as well as spend time in other divisions (Fair Park, Administration, Maintenance, Planning and Design) throughout their program to assist and learn how the remainder of the department operates. Interns will assist in implementing a special event or project as seen fit by the Service Area Manager and the college/university.

Knowledge and Abilities

- Knowledge of park and recreation services and philosophies
- Knowledge of computers and office software
- Ability to effectively communicate verbally and in writing with supervisors, staff and customers
- Ability to work effectively individually or as part of a team



Recreation Intern
Class Code: 24110
Pay Grade: C

General Tasks and Expectations

- Adhere to policies and rules of both the school and the agency
- Complete a minimum of 300 work hours (or number of hours required by the school) in 10 consecutive weeks
- Complete school and agency assignments on time
- Dress appropriately and professionally for the day's work assignment/s
- Attend all required meetings and at least one staff, Board, and Council meeting
- Meet with agency supervisor weekly to discuss progress
- Be proficient in Microsoft Word, Excel, Publisher, etc. as well as other software including but not limited to photo editing and website management
- Be able to lift at least 50 pounds and carry at least 30 yards
- Be able to work in a variety of weather conditions which will include extreme heat for an extended period of time, rain, and high humidity levels

Responsibilities:

1. Planning, Organizing, Implementing, and follow-up of a special project or event that is unique to each intern that benefits the Recreation Department.
2. Assists with the promotion of programs and activities to inform the community of available recreational resources and maximize participation.
3. Provides information to participants, and the public regarding the various functions of the department including the variety of programs and classes offered for the benefit of the community.
4. Determines types of programs to offer, target groups, and resources required by using written and electronic surveys to ensure the needs of citizens are met.
5. Serves as liaison to community, educational, and civic groups, and social service agencies by attending meetings and coordinating collaborative events and activities to promote programs and allow for cooperative efforts.
6. Performs administrative duties including compiling reports and developing flyers to promote programs and ensure proper accountability of activities.
7. Regular, reliable and punctual attendance is an essential function of the job.
8. Any other task as determined by the Intern Supervisor

Supervision

Intern will report to designated agency supervisor in assigned work location.

Instructions:

Interested candidates should send: cover letter, resume, official transcript and enrollment verification letter from school currently attending to:

Jenny Ramirez
Community Program Coordinator
Dallas Park and Recreation Department
8007 E. Northwest Hwy, Dallas TX 75218
Phone # 214-671-0421 or jennifer.ramirez@dallascityhall.com

Complete application materials are required to complete the application process.

The City of Dallas is an Equal Opportunity Employer and will not discriminate based on race, color, national origin, sex, religion, age or disability status.



Park and Recreation Department Student Internship

Recommended Learning Areas

Dallas Park and Recreation Department (DPARD) staff will, when possible, design the internship in a progressive manner so that with increased time additional responsibilities are assumed by the student. The progression will vary with available staff, resources, calendar, department responsibilities and demonstrated student abilities.

Each student, in cooperation with their DPARD supervisor, is encouraged to participate in the following tasks applicable to his/her job assignment:

1. Student intern evaluation of their experience with the Dallas Park and Recreation Department and their department supervisor.
2. Evaluation of the student by the Dallas Park and Recreation Department supervisor.
3. Complete visitations of all Dallas Park and Recreation Department divisions.
4. Attend at least one Dallas Park and Recreation Board, Dallas City Council and division staff meeting.
5. Attend at least two meetings that include other City of Dallas departments.
6. Attend at least two meetings that include support/partner agencies, or civic/governmental organizations within the Dallas area.
7. Collaborate with a Dallas Park and Recreation Department staff member or division on the completion of at least one special event or project.
8. Meet weekly with Dallas Park and Recreation Department supervisor.



Classification Specifications

Title:	Recreation Center Assistant
Agency:	Dallas Park and Recreation Department
Schedule:	Days/Evenings/Weekends – Part Time - not to exceed 35 hours per week
Class Code:	14522
Pay Grade:	B
Salary Range:	\$10.24 Hourly (min.) / \$13.58 Hourly (mid-point) / \$16.91 Hourly (max.)

Position Purpose:

Assists recreation program staff in the development, planning and implementation of recreational, cultural, and educational programs to ensure availability of activities for Dallas' citizens at the city's recreation centers.

Essential Functions:

1. Assists in developing and implementing programs and activities at a recreation center for teens, youth, adults, and seniors. Programs to include but are not limited to: arts and crafts, drama, life skills, sports, fitness, weight training, games, and organizing sport leagues and tournaments to increase participation.
2. Leads recreational activities, demonstrates a variety of sports procedures and techniques, and instructs participants in the rules of various games to ensure enjoyable and safe activities for all participants.
3. Assists with after school programs to provide the youth of the community with organized recreational activities and educational assistance.
4. Compiles and maintains records such as attendance reports and reports detailing number of ID cards issued to enable monitoring of program participation and amount of revenue generated.
5. Provides information to participants, and the public regarding the various functions of the recreation center including the variety of programs and classes offered for the benefit of the community.
6. Sells participant ID cards and registers participants in programs and ensures that funds collected are accounted for daily.
7. Transports youth to various field trips and special events to conduct recreational and educational activities.
8. Instructs participants and enforces rules, regulations, procedures, and safety precautions of various games or activities to maintain progression of activities in an orderly fashion.
9. Maintains records of participants, accidents, and materials to keep accurate reports of daily activities.
10. Regular, reliable and punctual attendance is an essential function of the job.



Recreation Center Assistant
Class Code: 14522
Pay Grade: B

Knowledge, Skills and Abilities Required to Perform Work:

- Knowledge of practices and principles of youth instruction and recreational programs.
- Knowledge of various sports and recreational activities.
- Knowledge of basic first aid and CPR
- Knowledge of Microsoft Office and general computer programs.
- Ability to organize activities and events for groups of varied interests.
- Ability to work with a multi-cultural community.
- Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to enforce facility's policies and regulations.
- Ability to receive payment and make change for goods or services.
- Ability to lift 50 pounds and carry for 30 feet.
- Must have a valid State of Texas Class "C" Drivers License for some positions.

Working Conditions and Hazards:

- Exposed to all weather conditions when conducting outdoor activities.
- Subject to minor injuries when conducting and participating in outdoor sports activities.
- Requires lifting, pushing, pulling, bending, and stooping when setting up, breaking down, or conducting recreation programs or sports activities.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

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Classification Specifications

Title: Recreation Program Specialist
Agency: Dallas Park and Recreation Department
Schedule: Days/Evenings/Weekends – Full Time – Non Exempt - 40 hours per week
Class Code: 14520
Pay Grade: C
Salary Range: \$23,443 (min.) / \$31,062 (mid-point) / \$38,681 (max.)

Position Purpose:

Plans, organizes, and conducts educational and recreational programs for participants of all age groups to provide quality recreational, cultural, and educational programs for citizens of Dallas.

Essential Functions:

1. Teaches a variety of classes in areas such as arts and crafts, fitness, sports, life skills.
2. Assists with the promotion of programs and activities to inform the community of available recreational resources and maximize participation.
3. Serves as liaison to community, educational, and civic groups, and social service agencies by attending meetings and coordinating collaborative events and activities to promote programs and allow for cooperative efforts.
4. Organizes sports teams, leagues, and tournaments and coaches various sports teams to ensure that sporting events operate efficiently and according to official rules.
5. Performs administrative duties including compiling reports and developing flyers to promote programs and ensure proper accountability of activities.
6. Sells and issues participant ID cards, registers participants for courses, and ensures that funds collected for sales are accounted for and deposited properly.
7. Determines types of programs to offer based on community needs, target groups, and resources required by using written and verbal surveys to ensure the needs are met.
8. Regular, reliable and punctual attendance is an essential function of the job.



Recreation Program Specialist

Class Code: 14520

Pay Grade: C

Knowledge, Skills and Abilities Required to Perform Work:

- Knowledge of practices and principles of youth instruction and recreational programs.
- Knowledge of various sports and recreational activities.
- Knowledge of basic first-aid and CPR practices.
- Knowledge of Microsoft Office and general computer programs.
- Ability to effectively teach and demonstrate rules, techniques and safety for a variety of recreation courses, sports and games.
- Ability to organize and implement a diverse and creative recreation program.
- Ability to work with a multi-cultural community with participants of all age groups.
- Ability to enforce department and facility's policies and regulations.
- Ability to receive payments and make change for goods and services.
- Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to lift 50 pounds and carry for 30 feet.
- Must have a valid State of Texas Class "C" Drivers License.

Working Conditions and Hazards:

Exposed to all weather conditions when conducting outdoor activities.

Subject to minor injuries when conducting and participating in outdoor sports activities.

Requires bending, twisting, reaching, squatting, carrying, dragging, holding, pulling, pushing, lifting, and walking when setting up and conducting recreation program or sports activities.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

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Classification Specifications

Title:	Recreation Program Coordinator
Agency:	Dallas Park and Recreation Department
Schedule:	Days/Evenings/Weekends – Full Time – Non Exempt - 40 hours per week
Class Code:	30019
Pay Grade:	G
Salary Range:	\$34,660 (min.) / \$46,496 (mid-point) / \$58,331 (max.)

Position Purpose:

Develops and provides support to programs and projects, researches issues and policies, collects, reviews and analyzes operational procedures and statistics, and provides findings to manager; monitors compliance with established criteria to ensure departments comply with applicable rules and regulations.

Essential Functions:

1. Determines types of programs to offer based on community needs, target groups, and resources required by using written and verbal surveys to ensure the needs are met.
2. Performs administrative duties including compiling reports, developing flyers to promote programs, monitors and prepares contracts to ensure proper accountability of activities.
3. Plans and coordinates small events, provides specialized service to customers of City facilities or centers to ensure the success of the event and to encourage repeat business with the City, and ensures all contractual terms are in compliance with established policies and procedures.
4. Develops and implements marketing plans using broadcast media, press releases, and other promotional materials to inform the public of programs and events to be held and/or the availability of the facilities.
5. Coordinates, administers and monitors effective education and outreach programs on a variety of citizen needs and services. Develops plan to provide programs and services to the community. Solicits and prepares grants/funding applications to provide programs to the community.
6. Maintains contact and coordinates services and activities with other city departments, private and non-profit organizations, associations, volunteers, and citizen groups.
7. Analyzes information and practices of City departments and provides recommendations to improve practices to ensure compliance with state law, City Charter, and City Code.

8. Regular, reliable and punctual attention is an essential function of the job.



Recreation Program Coordinator

Class Code: 30019

Pay Grade: G

Knowledge, Skills and Abilities Required to Perform Work:

- Knowledge of various sports and recreational activities.
- Knowledge of basic first-aid and CPR practices.
- Knowledge of customer service techniques to resolve problems and issues.
- Knowledge of Microsoft Office and general computer programs.
- May require knowledge of personnel management practices.
- Ability to plan and organize operations and events to meet assigned goals.
- Ability to develop operational procedures, work schedules, and training presentations.
- Ability to prepare and utilize event and program budgets.
- Ability to analyze operational and program statistics to assess effectiveness.
- Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
- Ability to work with a multi-cultural community with participants of all age groups.
- Ability to receive payments and make change for goods and services.
- Ability to enforce department and facility's policies and regulations.
- Ability to communicate effectively both orally and in writing with a wide variety of people.
- Ability to lift 50 pounds and carry for 30 feet.
- Other abilities and skills as specified for the individual coordinator position.
- Must have a valid State of Texas Class "C" Drivers License

Working Conditions and Hazards:

Work performed under normal office conditions; some positions require exposure to traffic hazards and field environment.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

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How to Apply Online with the City of Dallas



Step 1: Go to www.dallascityhall.com and select “Find a Job” or go directly to <http://agency.governmentjobs.com/dallas>.

Step 2: Select the **Open Positions** link

Step 3: Scroll down to the job category listings and check the boxes of the job types you are interested in (Tip: Click the **Select All Categories** or **Clear All Categories** buttons to speed up the process). Or enter any key word(s) you are looking for in the text box (optional). Press the **Go** button.

Step 4: Scroll to the bottom of the page. All job openings in the categories that you chose will be displayed alphabetically. Click on the position title that you are interested in

Step 5: Review the job announcement carefully, noting the essential functions, minimum qualifications, and knowledge, skills & abilities. Also, you may review the benefits that are offered through the City of Dallas by clicking on the **Benefits** tab and following the links. If supplemental questions will be asked with the general application, the **Supplemental Questions** tab will be available for your review. To apply for the position, click on the **Apply** link to submit the application.