

City of Claremont, New Hampshire

Position Description

Position Title: Parks & Recreation Internship
Reports to: Parks & Recreation Director
Department: Parks & Recreation
FLSA Status: Non - Exempt

Union/Merit: Non
Grade Level-Points: Level I
Revised/Updated: 04/10/05

Job Summary

Under the supervision of the Director of Parks and Recreation, supervises a variety of comprehensive community recreation program for all age groups. Plans and implements programs being offered. Involved in program development and program leadership. Works in the parks division and assists in general maintenance and care of recreational and park facilities. Assists in the administration of the Department in the role of an Intern.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Plans, initiates, administer, evaluate and coordinate a comprehensive community recreation program for all age groups.
2. Establishes schedules of activities and arranges facilities for programs.
3. Assists in recruiting volunteers and program instructors.
4. Organizes and schedules leagues and special events.
5. Maintains records and prepares reports on recreation programs.
6. Assists in ordering program supplies and equipment.
7. Assists with budget preparation and administration of program budget.
8. Oversees collection of fees from programs.
9. Assess community recreation needs.
10. Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
11. Prepares public relations material as necessary including but not limited to booklets, news releases and brochures.
12. May assume the duties of a program leader, instructor or supervisor.
13. Develop public interest in recreational programs by speaking to individuals and groups.
14. Make recommendations regarding equipment and programs
15. Maintain an inventory of program equipment and supplies.
16. Attend events and programs as needed to enforce Department rules and policies.
17. Proficient with word processing, presentation, spreadsheet and e-mail software.
18. May perform additional tasks and duties as necessary and/ or requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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Peripheral Duties

Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Be enrolled in a College or University program with a concentration in Recreation & Parks, Leisure, Physical Education, Coaching or other related field.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Administrative policies and procedures related to the administration of the Department.
- Modern office methods, procedures, equipment, business letter writing, and standard clerical techniques.
- Operation of standard office equipment including word processors or computers.
- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Thorough knowledge of recreation department activities and programs.

Ability to:

- Handle situations in which others may be angry or argumentative.
- Establish and maintain effective working relationships with others.
- Attend night meetings or hearings, when required.
- Read and interpret documents.
- Write reports, correspondence, and procedure manuals.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

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Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Typing complex documents containing numeric information or technical terminology.
- Using computers to create and manage files, records, spreadsheets and databases and to enter and retrieve information.
- Operating general office equipment.
- Compiling, composing, and maintaining reports.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

Supervision Received

Works directly under the Director of Parks & Recreation or Superintendent of Recreation Programs

Supervision Exercised

None

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Valid Motor Vehicle Operator's License

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, tape transcriber, telephone, typewriter, calculator, copy machine, and fax machine etc

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors, grass turf, dirt fields, outdoor surfaces such as courts, fields and grounds.

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Typical Controls & Equipment: Calculator, computer, printers, telephone, tape transcriber, typewriter, copy machine, fax machine, recreation and sports equipment, small machinery and equipment.

Typical Work Environment: Inside: 30% Outside: 70%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are active and very busy.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

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During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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