

Parks & Recreation Summer Intern City of Westfield

FLSA Status: *Non-Exempt*

General Definition of Work

Intern will work with Park Administration team to perform intermediate skilled administrative support work including: Preparing and maintaining department information, budgeting, marketing, and will assist with existing programs and have opportunities to plan future programs. Intern will work closely and be under direct supervision of the Recreation Program Coordinator and Administrative Assistant. Coordination with volunteer groups is expected. Work hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with 1 hour for lunch. Hours are subject to change due to work demands or as needed. Internship is targeted to begin mid-May through Mid-August but can be adjusted for intern's school requirements. This is an unpaid position.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Researches and responds to requests for future programming opportunities
- Develops a new program that can be implemented and marketed in the fall 2015 programming guide
- Assists with updating parks department webpage on the City of Westfield's website
- Assists in managing ActiveNet registration software
- Assists in making edits for the parks programming/special events guide
- Markets future programs or special events as assigned
- Supervises and surveys parks program partners
- Implements new ideas through researching social media marketing trends
- Analyzes and prepares written and computer data
- Assists with park special events as needed
- Assists in coordinating volunteers for upcoming special events/programs
- Presents ideas effectively, both orally and in writing
- Attends necessary training as defined by Parks and Recreation Director
- Assists in tracking of revenue/expenses for the department & participates in the 2016 budgeting process
- Other duties as assigned

Knowledge, Skills and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; ability to make arithmetical calculations; ability to operate a variety of office and computer equipment and produce documents and correspondence; utilizing applicable software; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High School graduate working towards 4 year degree in Parks & Recreation or a related field

Physical Requirements

Position requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts and exposure to vibration and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and will be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. field work, business office, light traffic).

Special Requirements

Valid Indiana Driver's license

Interested parties should send résumés by noon on March 30, 2015 to the Westfield Parks and Recreation Department, 2728 E 171st Street, Westfield, IN 46074. Résumés may also be e-mailed to bgoger@westfield.in.gov.