



City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

**RECREATION INTERN
SEASONAL POSITION
PARKS, RECREATION, YOUTH & COMMUNITY SERVICES**

SUMMARY: Performs a variety of duties assisting the Recreation Supervisor, Aquatics Supervisor, Facilities Supervisor, Community Engagement Coordinator, and the department Superintendent with daily operations of a busy, diverse and comprehensive summer Parks, Recreation, Youth and Community Services Department.

LEARNING OUTCOMES: Will be trained in daily operations of the Summer FUN Camp, Little Explorers Camp, Teen Adventure Camp, and associated with Pine Lake Adventure Park; the delivery of preparing and leading summer staff orientation and aquatics staff in-services, and help plan and implement summer special events at the pool and parks. Will support staff with weekly seasonal payroll preparation and office coverage as needed. Will learn MyRec software including registrations, reports, e-mail blasts, programming and other functions to complete objectives. Will participate in weekly Summer Concert Series and other specialty events. Will learn and be responsible for sending out press releases, surveys, and program evaluations, and will answer phones, handle registrations, and assist customers.

QUALIFICATIONS: Must be at least 18 years of age. Requires the ability to successfully complete or have the American Red Cross CPR/First Aid Certification (training provided). Prefer applicant be enrolled as an undergraduate or graduate in a Recreation & Leisure Program, Sport Management, or related field. Must have the ability to work with groups of various ages, gender, race, ethnicity and socio-economic background.

LICENSE OR CERTIFICATE: Requires valid driver's license, good driving record, and provide own transportation.

WORK SCHEDULE & CLASSIFICATION: Internship will occur between May - August. Typically 30-40 hours a week will be available, and work is generally conducted between 8:30 a.m. to 5:00 p.m. Hours will be determined based on Special Events and other department program requirements. A minimum commitment of 37.50 hours weekly is required. This internship is non-benefited, and employment is not guaranteed at the completion of the internship.

WAGES: \$13.40/hour.

COMPLETE ONLINE APPLICATION
www.bristolct.gov

DEADLINE: Friday, May 28, 2021

EQUAL OPPORTUNITY EMPLOYER