



TOWN OF MONROE

EMPLOYMENT JOB DESCRIPTION

POSITION TITLE: Parks & Recreation Intern

DEPARTMENT: Parks & Recreation

REPORTS TO: Parks & Recreation Director

CLASSIFICATION: Hourly; Temporary; Hours Variable

JOB SUMMARY:

The Parks & Recreation Department Intern reports to the Parks & Recreation Director, but may receive direction and guidance from Recreation Program Supervisor and other department staff. Will be responsible to participate in various activities and assist at multiple facilities. The Parks & Recreation Department Intern is expected to be motivated and willing to learn about the many varied aspects of the Monroe Parks and Recreation Department. The Parks and Recreation Intern is expected to act in a professional manner at all times and be flexible in his/her hours of service.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists Parks and Recreation Director and Recreation Supervisor in the planning details of special events and Program needs.
- Participants at various special events, including, but not limited to: races, concerts, movie nights, character nights and provides operational support, crowd control, public relations and working with other employees to provide set-up, operation, clean up and safety for all events.
- Assists Parks and Recreation Director and Recreation Program Supervisor in filling gaps in staff for the pool, lake, admissions, day camp and office needs.
- Assists Parks and Recreation Director and Recreation Program Supervisor in the operation of youth and adult sports leagues and programs including, but not limited to assisting league operations, player evaluations, coaches' background checks, registration records, meeting agendas, press releases, contacting participants and conducting surveys.
- Performs record keeping duties; game results, standings, rainout rescheduling, umpire scheduling, and all participant/roster data.
- Inventory, prepare, and transport the variety of recreation related supplies, materials, and equipment for various sports and other recreation activities.
- Administers emergency response and first aid if needed. Properly documents all accidents and notifies supervisor.

EDUCATION/SKILLS/QUALIFICATIONS:

- Currently majoring in Parks and Recreation or a related field.
- Must have completed 2 full years of college by the time the internship commences.
- Must have or be willing to obtain First Aid and CPR/AED certification.
- Excellent communications skills.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, bend, occasionally drive a vehicle, use hand to finger coordination, handle or feel objects, and reach with hands and arms. Ability to move about facilities and walk on unpaved, sloped, and uneven terrain. Ability to work under stress from demanding deadlines and changing priorities and conditions. The employee may need to lift and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and read various documents.

Contact: Monroe Parks and Recreation Department

7 Fan Hill Road

Monroe, CT

203-452-2806

parksandrec@monroect.gov

Salary: current minimum wage