



## CITY OF PATASKALA, OHIO POSITION DESCRIPTION

2021-4381 Exhibit A

---

<b>POSITION TITLE:</b>	Parks Recreation Internship
<b>PROGRAM PAY RATE:</b>	\$2,500 (Competitive Application Process)
<b>POSITION TERM:</b>	Seasonal (non-permanent) May-August
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>POSITION REPORTS TO:</b>	Parks Manager
<b>NUMBER OF OPENINGS:</b>	Two (2)
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Unclassified

### **JOB DESCRIPTION:**

**Are you looking for an internship in the below fields for experience and potential job placement?**

- Marketing and Communication
- Esports and Game Design
- Computer Science and Engineering
- Aquatics
- Sports Management/Coaching
- Athletic Fields and Grounds Management
- Exercise Science (athlete training instructors)

Parks and Recreation normally works with a varied work schedule, some of which include evening and weekend hours. Tasks require the ability to exert very light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light-moderate weight (5-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation and in our city parks.

The Intern for Parks and Recreation is required to follow departmental expectations and adhere to all rules, regulations, policies and procedures in the City of Pataskala Personnel Handbook. Work performance is reviewed monthly while interning.

## **WORK PERFORMANCE**

- Serve as the department liaison for facility and field rentals.
- Shelter Rentals: Clean/ prep shelters for rent.
- Interact with and provide exceptional customer service to park patrons.
- Help to oversee summer sports programs: Technology and Esports Program, Adult Softball and Adult Flag Football and Pool Operations
- Responsible for assisting the planning and implementation programs and events.
- Assist in administrative tasks related to operations and special projects.
- Engage in regular correspondence (written, email, phone) to ensure smooth and complete program execution.
- Maintain proper and accurate records for park and program participation.
- Complete any necessary follow-up reports.
- Work closely with the Parks Manager to complete marketing materials and program related social media tasks.
- Ensure use of proper safety equipment, clothing, and procedures by self and team members.
- Represent the City in a positive, efficient manner by exercising good judgment in accordance with established policies and procedures.
- Provide exceptional customer service. Respond to inquiries from patrons and others, and refer, when necessary to the appropriate staff.
- Participate in organized and/ or on the job training.
- Assistance with City-wide and department events and programs, including weekend and evening hours, is required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Customer service and rule enforcement techniques
- Microsoft Office and general computer processing
- Conflict resolution and problem solving
- Work independently and with minimal supervision
- Ability and skill to supervise, direct, and teach youth participant members and volunteers
- Possess strong interpersonal skills
- Establish and maintain effective and courteous working relationships with youth, their parents, other park and city staff, community organization partners, and the general public
- Understand, follow, and execute oral and written directions
- Sufficient mobility, stamina, flexibility, and balance to perform and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions
- Pass a drug test and a criminal background check

## **JOB REQUIREMENTS**

- Minimum 18 years of age
- Valid State of Ohio Driver's License
- Licenses and Certifications not required  
~ Will be required to possess CPR, First Aid and AED

### **Other Duties**

- Other related duties as required or assigned

### **Flexible Internships Available**

- 6-12 weeks of work experience
- 20-30 hours per week
- A blend of virtual and onsite hours can be offered
- Customizable hours based around your studies
- Earn course credits

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted:

The City of Pataskala is an equal opportunity employer