



CITY OF PATASKALA, OHIO POSITION DESCRIPTION

2021-4380 Exhibit A

POSITION TITLE:	Parks and Natural Resources Internship
PROGRAM PAY RATE:	Unpaid
POSITION TERM:	Seasonal (non-permanent) May-August
DEPARTMENT:	Parks and Recreation Department
POSITION REPORTS TO:	Parks Manager
NUMBER OF OPENINGS:	Two (2)
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Unclassified

JOB DESCRIPTION:

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

- Marketing and Communication
- Wildlife Conservation
- Pond Management
- Parks and Grounds Management

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.
- Aquatic Pond and Creek Management: Water quality testing
- Fish Surveying
- Help to oversee potential summer outdoor recreation programs: Passport to Fishing Program, Archery and more
- 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.
- 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. Interact with and provide exceptional customer service to park patrons.
- 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
- 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
~ Commerical Applicators License

Other Duties

- Other related duties as required or assigned

Flexible Internships Available

- 6-12 weeks of work experience
- 20-30 hours per week
- 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