



City of South Bend

Vacancy Announcement

Post Date: Monday, June 8, 2015

Closing Date: Until Filled

PARKS AND RECREATION STUDENT INTERN

Category: Temporary

Department: Parks & Recreation

Reports To: Program Coordinator

Schedule: 3-5 hrs. /day between the hours of 8:00 am-9:00 pm. Schedule may vary based on departmental need.

Pay Rate: \$8.00/hr. (non-exempt)

Position: SUMMARY

Assists in several areas implementing various programs within the Parks & Recreation Division (M.L. King & Charles Black Centers). Works and observes in different facilities/programs. Personal contact will be with staff, participants and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assists with the implementation of classes, programs and events.
- Greets customers, register participants for classes/ programs at different facilities.
- Demonstrates to participants proper techniques with sports equipment and on exercise equipment.
- Helps with the production and dissemination of printed and electronic marketing materials.
- Assists with marketing of programs utilizing and tracking current media trends.
- Assists with the recruitment of participants for various programs and/or events.
- Attends divisional and departmental staff meetings and monthly Park Board meetings.
- Assists custodial staff with keeping facility clean and safe for participants.
- Daily Custodial duties that include but not limited to; vacuuming, washing walls, emptying trash, cleaning bathrooms, picking up trash in the park.
- Assist with set up and break down for events and programs.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as required.

QUALIFICATIONS

- High school or college student.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to understand and carry out instructions.

- Ability to communicate effectively and work with patrons of all ages.
- Has knowledge of, or can readily learn various software applications.
- Ability to deal effectively with the public, children, parents, and care givers.

CERTIFICATES, LICENSE, REGISTRATION

- CPR/AED/First Aid Certified or able to obtain one within 30 days of employment.

EQUIPMENT

Various sports equipment, personal computer including word processing software; Calculator; Copy and fax machines; Telephone; Vacuum; Mop.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, run, or crawl. The employee must be able to stand or sit for long periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Much of the work is performed in various work environments; Office setting parks, and sport complexes. The noise level is usually moderate but can be loud depending on facility. The weather conditions from extreme to mild.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required

Criminal Background Check Required