



## JOB DESCRIPTION

**POSITION TITLE:** Leisure Services Intern

**DEPARTMENT:** Public Services –  
Leisure Services

**REPORTS TO:** Recreation Supervisor

**FLSA CATEGORY:** Non-exempt

**EMPLOYMENT CLASSIFICATION:** Seasonal

**PAY TYPE:** Hourly

**RANGE:** \$8.00/hour starting

**LATEST REVISION DATE:** 2/2016

### **Job Summary:**

An intern with the Village of Bellevue Leisure Services Department will receive a well-rounded internship experience in a growing, progressive community. The intern will be exposed to and gain experience in programming, marketing, personnel supervision, facility operation and financial management. The intern will assist with the administration, supervision, and leadership of park and leisure service related functions such as, but not inclusive to: youth, adult and older adult programming, community special events, park maintenance operations, park planning, urban forestry administration, and general office administration. The intern is expected to follow the general policies and procedures of the Village, to complete all given work assignments, to be a positive representative of the Department, and perform any other duties related to the internship experience as required by the supervisor and their university.

### **Essential Duties and Responsibilities:**

#### *Programming:*

- Assist with the promotion, planning, coordinating and evaluation of year-round recreation programs and activities. Specific examples may include, but are not limited to: youth dance instruction, before & after school, youth instructional basketball, older adult trips.
- Plan, organize and supervise (either directly or indirectly through program staff) recreation programs and special events. Evaluate all programs/events, including equipment and facility needs, and make related program policy recommendations to the Director. Specific examples may include, but are not limited to: an Easter egg hunt, older adult social event, and a family ski trip.
- Assist in the planning and coordinating of registration for seasonal recreation programs.

#### *Marketing:*

- Assist in the advertising, promotion and marketing of recreation programs and special events.
- Prepare press releases, flyers, posters, and other necessary promotional pieces for various programs.
- Maintain a professional, cooperative relationship with Village and School District officials, staff, community/civic organizations and the general public.

### *Personnel Management:*

- Review and understand the Employee Handbook and various other Village or Departmental human resource policies and procedures.
- Assist in day to day supervision of seasonal recreational staff for assigned programming to include, but not limited to: dance instructors, basketball instructors, before & after school staff, and youth sport staff.
- Assist with employee and volunteer hiring processes.
- Implement and facilitate in-service trainings and meetings for recreational staff.

### *Facility Operations:*

- Schedule and coordinate the use of facilities utilized for department recreation programs/events including parks, schools, etc.
- Assist with scheduling the use of facilities utilized for outside groups and the general public.
- Participate in general park maintenance operations including housekeeping, routine maintenance, preventative maintenance, program support and scheduled improvements.
- Assist with the planning of park development and improvement projects.
- Attend and assist with the facilitation of the Senior Advisory Board and Park Commission.

### *Financial Management:*

- Submit financial reports on revenues and expenditures at conclusion of assigned programs.
- Assist with various administrative functions including billing, reviewing time sheets, ordering of equipment and supplies.
- Assist the Director in preparing and maintaining the recreation department budget.

### *Major Project:*

- Responsible for the design, development and completion of one major project, as agreed upon between the Intern, Director, and college/university.

### **Qualifications:**

Must be at least a senior in park and leisure services studies or related field, have completed the necessary requirements with their respective college or university, and possess strong communication and organizational skills.

### **Physical Demands:**

Some duties require the employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; work outdoors and in an office setting. The job requires the employee to climb ladders, walk and stand for extended periods across rough terrain and move heavy objects.