City of Council Bluffs
Seasonal Job Description

Parks & Recreation Intern

**Department:** Parks & Recreation  
**Supervisor:** Recreation & Events Coordinator  
**Location:** City Hall  
**Prepared By:** Mallory Davis, Recruiter  
**Prepared Date:** December 2019  
**Pay:** $10/hour

**Summary:**
The goal of the Parks & Recreation Internship is to provide an intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The internship also offers the opportunity to gain experience in planning, organizing, leading, and evaluating various recreational programs. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies; thus, allowing realistic direction to further professional development.

Parks & Recreation internships are available throughout the year. The length of the internship is 12-15 weeks, 40 hours/week (which may include weekends and nights), resulting in 480-600 total working hours. A probation period of the first two initial weeks of the internship will be instituted. During that time, the internship supervisor reserves the right to dismiss an intern if it is determined the intern is not adequately prepared to perform the functions required of the internship.

**Essential Duties and Responsibilities:**
- Works with various divisions within the Parks & Recreation Department to complete tasks; lead programs and events; attend meetings; and assist, as needed, while gaining a well-rounded experience through the issued responsibilities
- Assists with various programs and events offered by the department including, but not limited to, youth and adult programming; youth and adult tournaments; and health and wellness
- Creates, oversees, and implements a new program/event as it fits the department’s needs and budget
- Works with Parks & Recreation staff to assist, shadow, and/or perform assigned tasks for various divisions and/or facilities within the department including recreation, events, administration/office, and aquatics. If there is a specific area with more interest, there is a possibility that additional time can be spent being involved in that area
- Prepares and presents reports and other documents such as operating, activity, and statistical reports and agenda items
• Regular and predictable attendance is required
• Other duties as assigned

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
• High school diploma or GED
• Enrolled in an educational institutional that requires an internship to meet graduation standards
• Declared major/minor within Parks & Recreation, Leisure Studies/Services, Physical Education, or related field of study, or other related degree, with an approved educational institution.

Certificates, Licenses, Registrations:
• First Aid and CPR/AED

Physical Demands:
• While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
• The employee must be able to occasionally lift and work with up to fifty (50) pounds.
• The employee must be able to frequently lift and work with up to twenty (20) pounds.
• The employee must be able to continuously lift and work with up to ten (10) pounds.
• Must have the ability to work both in and out of doors in all weather conditions, and in high noise levels.
• The employee will likely be required to stand and be mobile for the majority of the work period.

Other Skills and Abilities:
• Experience with recreation programming
• Experience in using Microsoft Office products including Word, Excel, Outlook, PowerPoint, and Publisher
• Ability to work various shifts including some nights and weekends
• Experience in using social media
• Strong verbal and written communication skills
• Ability to develop public understanding and participation in parks and recreation programs through public relations activities
• Ability to interpret to the public the program, its philosophy, and its objectives through all suitable means
• Ability to establish and maintain cooperative planning and working relationships with other public and community agencies