

CITY OF NORTH RIDGEVILLE, OHIO

JOB DESCRIPTION:

Job Title: Intern

Position Classification: Site Supervisor

Department: Parks and Recreation

FLSA Status: Non-exempt

Job Status: Seasonal

Hourly Rate of Pay: \$10.20

Application Deadline: Friday, April 21

GENERAL RESPONSIBILITIES:

This is administrative work in assisting with the recreational activities and programs in the Parks and Recreation Department. An employee in this class is responsible for a variety of recreation program related tasks. Duties are performed under the direction of the Recreation Program Supervisor.

SPECIFIC RESPONSIBILITIES:

- Performs tasks and duties as set forth by contract with the intern's college or university.
- Supervises seasonal sports and programs such as tots t-ball, flag football, adult softball, youth baseball / softball leagues and summer camp.
- Prevent accidents and injuries, and report any unsafe situations or conditions.
- Wear designated uniform on the assigned days.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Provide a high level of customer service for patrons and staff.
- Attend scheduled meetings.
- Provide a safe environment for participants and have the ability to respond quickly to an emergency.
- Ability to drive a city vehicle.
- Works special events, such as the Independence Day Celebration, Fall-Fest, etc.
- Responds to requests for recreation information; answers questions and provides necessary information; enrolls individuals in activities, classes, and programs.
- Handles administrative duties related to seasonal sports, such as preparing league standings.
- Responds to complaints from citizens.
- Performs clerical duties as necessary, including typing, filing, copying, answering telephones, and bookkeeping.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- General knowledge of park administration and recreational programs.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Have current First Aid and CPR certifications.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Must possess and maintain a valid Ohio Driver's License.
- Must be able to pass a drug test and a thorough background check.
- Ability to understand and follow oral and / or written instructions.
- Ability to work under the direction of the Recreation Program Supervisor.
- Must be enrolled at an accredited college or university working towards a baccalaureate degree or graduate degree in recreation administration or a related field during their employment with the City of North Ridgeville.
- Coursework preparation in related fields such as statistics, marketing, program evaluation, personnel management, sports management, and special event programming.