



Job Description

INTERN

Department: Parks and Recreation
Position Classification: P/T Site Supervisor
Civil Service Status: Unclassified
Employment Status: Part-Time
Reports To: Recreation Supervisor
Supervises: NA
Working Hours: Monday-Friday 8:00a.m.-4:00p.m., some nights and weekends.

SUMMARY

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 Supervisor.

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.
- The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the direction of the Recreation 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.

ESSENTIAL FUNCTIONS

- 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.

ESSENTIAL FUNCTIONS CONTINUED

- 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.

EQUIPMENT OPERATED

This position requires general knowledge of office and recreation equipment, including: personal computer, telephone, general office equipment, and transportation vehicles. The primary work site is the Parks and Recreation office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: (1) park administration and recreational programs, (2) occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Skill in: (1) dealing firmly, tactfully, and courteously with the general public.

Ability to: (1) establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public. (2) to understand and follow oral and/or written instructions. (3) work under the direction of the Recreation Supervisor. (4) work independently and prioritize tasks within deadlines.

Job Description Approval:



Mayor Kevin Corcoran

February 22, 2023

Date