

CARMEL CLAY BOARD OF PARKS & RECREATION

POSITION DESCRIPTION

POSITION TITLE: RECREATION INTERN
DIVISION: MONON COMMUNITY CENTER
REPORTS TO: RECREATION SERVICES MANAGER – AQUATICS & OPERATIONS
FLSA STATUS: NON-EXEMPT - \$7.25

Organization Information

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the 146,000 SF Monon Community Center and The Waterpark. For more information, visit carmelclayparks.com.

Purpose of Position:

The purpose of this internship position is to further the student's understanding and experience in the field of parks and recreation. The intern will assist with a variety of recreation management duties and depending on interest and abilities may assist in recreation services operations serving the leisure needs of the Carmel/Clay community.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Shows a genuine interest gaining experience in recreation including, but not limited to, personnel management, facilities, aquatics, rental and food services operations.
- Enthusiastically and thoroughly completes projects as assigned by supervisor.
- Enforces applicable rules and regulations with facility users.
- Responds to public inquiries, suggestions and complaints. Informs management as necessary.
- Maintains a safe and clean work environment.
- Reliable attendance and timeliness to scheduled shifts.
- Attends meetings as required.
- Must adhere to CCPR dress code standards.
- Performs other related work as required.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

- Ability to work a varied schedule including days, evenings, and weekends.
- Ability to assess people and varying situations, and act accordingly.
- Ability to positively adhere to and enforce Carmel Clay Parks & Recreation policy and procedures; implement emergency plans.
- Ability to positively promote the image of Carmel Clay Parks & Recreation.
- Ability to establish and maintain effective working relationships with employees, guests and the general public.
- Ability to communicate effectively orally and in writing; ability to give and understand oral and written instructions.

Qualifications Required to Perform Essential Job Functions:

- Student in either a Bachelor's or Master's program in recreation, sports management, or related field.
- American Red Cross CPR/AED/First Aid Certification within 60 days of hire.