

Student Intern-Parks & Rec

Salary: \$9.25 - \$20.00 Hourly

Location: Sioux City, IA

Job Type: Seasonal

Department: Parks & Rec Rec Admin/Public Works Areas

Job Number: 201900150

Closing: Open Until Filled

Description

The City of Sioux City is looking for an individual to assist and lead the development of recreation and special event programming. Work in variety of department functions, including: programming, customer service, aquatics, special events, and sports complex. Assist the front desk operations to provide excellent customer service and learn how to use RecTrac effectively. Help develop innovative programs that can be implemented in the next 12 months. Oversee, supervise, and train seasonal staff for the free summer park program. Assist in coordinating, planning, and direction of 8 weeks of activities for the participants. Plan and supervise annual pop-up park programs. Develop press releases, flyers, and other promotional material for distribution. Review revenue and expenditures budget procedures, fundraising programs/procedures, and other administrative duties. Acts as a liaison between recreation staff and the Parks and Recreation Department. Performs other directly related duties consistent with the role and function of the position as assigned by Parks and Recreation Staff. Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds. Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency. Internship dates: May 20 - August 16, 2019.

Qualifications

Cognitive Demands, Skills and Abilities: Ability to follow instructions and accept constructive criticism; Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge: Must have general knowledge, job skills and abilities associated with their particular work assignment; Good knowledge of the handling the public; ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Language Ability and Interpersonal Communication: Ability to express oneself clearly both orally and in writing; ability to establish and maintain effective working relationships with City employees and the general public; Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak

clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Physical Requirements: Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds. Good physical condition.

Work Environment: Work may be performed inside a typical inside office environment with appropriate heating and cooling or in outdoor field conditions, which include varying weather conditions, occupational or environmental hazards typically associated with general public contact, and varying street level noises; and touring work sites that are in various stages of development.

Minimum Required Qualifications

Must have a work experience/educational agreement between the City and the educational institution in which they are enrolled and may be required to have a driver's license valid for use in Iowa.

Applicants for this class must be currently enrolled students in a degree program in good standing at an accredited technical school, college or university.

Agency: City of Sioux City

Address: 405 6th Street, Sioux City, Iowa, 51101

Phone: 712-279-6200

Website <http://www.sioux-city.org>