



CITY OF URBANDALE
invites applications for the position of:
Recreation Internship

SALARY: \$9.50 - \$12.50 Hourly

OPENING DATE: 01/10/19

CLOSING DATE: 03/01/19 11:59 PM

SUMMARY DESCRIPTION:

The city of Urbandale is seeking an individual for the Summer 2019 Parks and Recreation Intern position. Urbandale is a progressive and growing community of over 42,000 people. It is a suburb of Des Moines, located on northwest side, and is nestled between West Des Moines, Clive and Johnston. We believe the internship should be a well-rounded, comprehensive experience that gives the student an opportunity to learn about all aspects of the recreation/leisure services and park departments. We understand that the intern must complete a minimum of 40 hours/week for 14 weeks (or equivalent).

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Develop and implement a special project from beginning to end using all elements of program planning to successfully complete the project.
- Assist as needed in the office developing phone etiquette, filing, record keeping and answering customer inquiries.
- Assist with public relations and promotions of department programs and activities including press releases, coordinating media coverage, developing customer friendly operating procedures, designing program fliers and elements of program marketing and assisting with developing the seasonal program guide.
- Create and implement three new programs, for varying age groups, to be offered in the seasonal program guide.
- Attend board meetings, staff meetings, and council meetings. Review budget procedures, contract management and other administrative duties.
- Assist with personnel functions (hiring, training, payroll, supervision, volunteer recruitment, scheduling and evaluation.)
- Assist with recreation programs (development, coordination, scheduling, supervision and customer satisfaction.) Programming includes preschool, youth and adult social and cultural activities, adult sport leagues, aquatics, senior citizen activities and special events.
- Implement new programs and activities for the staff Wellness program. Attend Wellness Committee meetings, set up agendas, etc. (City and School District Wellness Committees)
- Assist with park maintenance: turf maintenance, landscaping and beautification, aquatic maintenance, etc.

TYPICAL QUALIFICATIONS:

This internship is open to students pursuing a degree in recreation, leisure services, sports management or related field. Must be 21 years of age and have valid driver's license. For more information, please contact Mollie Wilhite at the Urbandale Parks and Recreation Department, 3600--86th Street, Urbandale, IA 50322. (515) 331-6792. mwilhite@urbandale.org

SUPPLEMENTAL INFORMATION:

Pre-employment background check and drug test required. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.urbandale.org>
kkanne@urbandale.org

Position #19-Rec Intern-01
RECREATION INTERNSHIP
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