



We, the employees of the City of West Des Moines, through Teamwork and Cooperation, are committed to provide the highest Quality of Service with Honesty and Integrity to the community we serve.

Our mission is to serve the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

## City of West Des Moines Job Description

<b>Job Title:</b>	<b>Intern – Recreation</b>		
<b>Department:</b>	Parks & Recreation	<b>Civil Service:</b>	Not Applicable
<b>Reports To:</b>	Superintendent of Recreation	<b>Grade/Range:</b>	06S
<b>Dotted Line Reports To:</b>	Program/Facility Supervisors	<b>Manager Level:</b>	Non-Manager
<b>Category:</b>	<input type="checkbox"/> Exempt (salaried) <input checked="" type="checkbox"/> Non-exempt (hourly)	<b>Last Review Date:</b>	October, 2018
<b>Post Offer Testing:</b>	Physical and Drug Screen after contingent offer		
<b>Residency:</b>	No formal policy on residency		

<b>Summary Description:</b>	Under the general direction of the Superintendent of Recreation, the Intern will provide overall assistance to the recreation staff regarding the planning, coordinating and administering of parks and recreation program offerings.
<b>Essential Job Functions:</b>	
<b>Routine Job Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assists with all aspects of recreation programming including planning, scheduling, supervising, implementing and evaluating all program offerings. Program offerings include, youth programs, adult leagues, arts and culture, special events, aquatics and Nature Lodge programming.</li> <li>• Assists with the promotion of the above-mentioned programs through a variety of mediums which may include social media posts, website updates, program flyers and/or other forms of communication to attract target audiences. Will assist with the development of the seasonal program guide.</li> <li>• Provides back up assistance for the front desk and other customer service functions which includes answering phones, providing information regarding customer inquiries, directing calls and other requests to appropriate staff to provide information if unknown.</li> <li>• Familiarizes themselves with facility management software to be able to book facilities, open and close registrations of programs, as well as create, track and measure the success of marketing campaigns.</li> <li>• Assures that the City’s mission, goals and objectives are fully supported and initiated. This includes, but is not limited to, the support of the following initiatives: The quality initiative; Mayor/City Council strategies and various other city-sponsored work teams such as Safety, Employee Relations and Wellness.</li> </ul>
<b>Periodic Job Duties/Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists with sports complex maintenance, turf maintenance, aquatic maintenance and facility management to better understand the operational aspects of all facilities.</li> <li>• Learns budgetary procedures and reviews program financials in collaboration with supervisors and management. May make recommendations to management regarding budget and sponsorship opportunities.</li> <li>• May lead seasonal staff and volunteers in methods or procedures needed to carry out their jobs/assigned duties. May assist with staff training sessions and documentation, as well as learn to properly document any injuries/incidents that</li> </ul>

	may occur amongst parks and recreation staff.
<b>Job Standards</b>	<i>Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:</i>
<b>Education/Experience:</b>	<ul style="list-style-type: none"> <li>• Must be currently enrolled in a Graduate or Undergraduate recreation program (parks administration, recreation services, leisure studies or closely related field), having completed two or three years of related coursework.</li> <li>• This is an internship which is not permanent, and which is being made available for individuals seeking work experience prior to graduating from an accredited college/university.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to take initiative and work independently, safely and efficiently</li> <li>• Effective oral and written communication skills</li> <li>• Excellent interpersonal communication skills</li> <li>• Problem-solving ability</li> <li>• Ability to prioritize workload while assisting entire recreation division</li> <li>• Ability to concentrate in a diverse work setting</li> <li>• Sound judgment and decision-making abilities</li> <li>• Excellent telephone techniques</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Must have knowledge of parks and recreation principles and practices.</li> <li>• Must possess general knowledge regarding the use of mowers, hand and power tools.</li> <li>• Proficiency with PC's and computer software and applications.</li> <li>• Must possess basic mathematical skills.</li> <li>• Must possess basic knowledge of occupational hazards and safety awareness.</li> <li>• General knowledge of office equipment including computer, photo copier, telephone, calculator, and keyboard.</li> </ul>
<b>Licenses:</b>	<ul style="list-style-type: none"> <li>• Valid Iowa Driver's license.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Intermittent stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping and fingering.</li> <li>• Ability to lift, carry, push and pull up to 50 pounds.</li> <li>• Occasional standing and walking and a sufficient degree of visual efficiency as well as vision acuity. May need to exert up to 20 lbs. of force on occasion.</li> <li>• Frequent talking, hearing, and listening.</li> </ul>
<b>Safety Hazards:</b>	On rare occasion, may need to work in extreme or unfavorable weather conditions and areas where there are elevated noise levels. Due to working outside and in different facilities, may have limited exposure to areas where there could be potential risk of hazard in working with power tools, working in areas with poor ventilation and other external factors.
<b>Start Date:</b>	May 13, 2019 – August 8, 2019
<b>Note:</b> This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.	