

City of North Liberty

Summer Recreation Intern



Title: Intern

Department: Recreation

Reports to: Brian Motley, Assistant Recreation Director and Matt Meseck, Recreation Supervisor.

Job Description

Paid Position: 40 hours per week. **Wage-** \$13.00/hr.

Hours: Anytime between 6:00 am to 9:00 pm on weekdays and 8:00 am to 9:00 pm on weekends.

Job summary

This internship position will provide a wide variety of recreation & facility management experience. This position will be asked to work a variety of hours including days, nights and weekends. Duties include opening, closing and general operations of the North Liberty Community Center. Experience gained in Recreation Administration, Programming for All Ages, Employee & Facility Management, and Special Events. The recreation staff will come up with programs that the intern will be in charge of running and making sure the program goes as planned.

Summary of essential job functions

Responsibilities include direct facility supervision, patron discipline, computer/registration operations, programming and ability to work with a diverse and growing population

Minimum requirements

An internship requirement through an accredited university with a general working knowledge of computers and computer programs such as word, excel, and publisher.

Abilities required

Position requires individual to lift up to 50lbs and be able to interact with youth and adult activities

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please Contact Brian Motley at bmotley@northlibertyiowa.org or go to the City website at <https://northlibertyiowa.org/departments/human-resources/employment-application/> to fill out a job application. Application deadline is March 12.