



City of Urbandale

## Senior Center Recreation Internship

<b>SALARY</b>	\$15.50 Hourly	<b>LOCATION</b>	Urbandale, IA
<b>JOB TYPE</b>	Seasonal	<b>JOB NUMBER</b>	24-Senior Rec Intern-01
<b>DEPARTMENT</b>	Parks and Recreation	<b>DIVISION</b>	Senior Center
<b>OPENING DATE</b>	12/08/2023	<b>CLOSING DATE</b>	Continuous

### Summary Description

The city of Urbandale is seeking an individual for the Summer 2024 Senior Center Recreation Intern position. Urbandale is a progressive and growing community of over 45,000 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 may need to complete a minimum of 40 hours/week for 14 weeks (or equivalent) this Internship, however the hours can be flexible from 25-40 hours per week based on the student's internship needs.

This Internship will run from mid-May, 2024 through mid-August 2024.

### Routine Job Duties/Responsibilities

- Develop and implement a special project focusing on technology education for seniors 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, primarily for seniors, likely with a focus on technology education and fluency.
- 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 gardening, technology, fitness, and nutrition offerings. Some crossover to youth and adult activities will also be available.

### 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
- Valid driver's license.

For more information, please contact Carissa Williams at the Urbandale Senior Recreation Center, 7305 Aurora Ave., Urbandale, IA 50322. (515) 331-6851. [cwilliams@urbandale.org](mailto:cwilliams@urbandale.org)

### Supplemental Information

There is one (1) opening available for the Summer 2024 internship. Applicants selected will be invited to participate in the oral interview process. First round of Interviews will be held the end of January to the first part of February. However, this job posting may remain open until a candidate is selected. The internship will run approximately Middle of May, 2024 to the Middle of August, 2024.

Post-offer/pre-employment background / motor vehicle report check and drug test are required. 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.

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<b>Agency</b>	<b>Address</b>
City of Urbandale	3600 86th St.
	Urbandale, Iowa, 50322
<b>Phone</b>	<b>Website</b>
515-278-3900	<a href="http://www.urbandale.org">http://www.urbandale.org</a>

Senior Center Recreation Internship Supplemental Questionnaire

\*QUESTION 1

What degree program are you currently pursuing?

\*QUESTION 2

Are you at least 21 years of age?

\* Required Question