CITY OF NOBLESVILLE invites applications for the position of:

Temporary Intern - Parks and Recreation

An Equal Opportunity Employer

**SALARY:**
$11.00 - $13.00 Hourly

**OPENING DATE:**
01/23/19

**CLOSING DATE:**
Continuous

**PURPOSE OF POSITION:**
Incumbent serves as Temporary (Intern) for Noblesville Parks and Recreation, responsible for assisting in planning, programming, and supervising new and existing department programs, special events and marketing.

**ESSENTIAL JOB FUNCTIONS:**
Programs, markets, and assists in several different aspects of the Parks and Recreation Department on a part time schedule. Assists in planning, organizing, and implementing programs, leagues, summer camps and other special events. Represents department at various community activities.

Promotes recreation programs throughout the community through social media and developing brochures/ flyers.

Performs a variety of clerical tasks in assisting department personnel, such as answering the phone, assisting customers, taking reservations, filing and using computer to generate many different types of documents.

Prepares reports on recreation activities as directed by supervisor including activity budgets, write-ups and evaluations.

Set up and tear down of events. Includes set up and tear down of tables and chairs, moving equipment as needed, driving utility vehicles, and cleaning up affected area.

Drives a vehicle to perform job-related errands, such as picking up supplies.

**JOB REQUIREMENTS:**
High School Diploma required and experience/education in Parks and Recreation or related field is preferred.

Ability to complete First Aid and CPR certified training within two (2) weeks of employment.

Working knowledge of Microsoft Office, including Word and Excel. Knowledge of Window's based software for producing brochures and promotional materials, and processing reservations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed reports and properly operate various office equipment, such as computer, printer, typewriter, calculator and telephone.
Ability to enthusiastically lead and participate in vigorous, prolonged recreational activities and games in outdoor summer temperatures.

Ability to exert moderate physical effort while working in an indoor and outdoor recreational environment, involving sitting and walking at will, stooping, kneeling, crouching and crawling, carrying, lifting, pushing, and/or pulling of objects and materials weighing less than 50 pounds, reaching, bending, handling/grasping objects, hearing sounds/communication, close vision and exposure to blood borne pathogens and other infectious materials.

Ability to work alone and with others in a team environment, work rapidly for long periods, and understand and follow written and oral instructions, with minimal supervision and often under time pressure.

Ability to work on several tasks at one time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to communicate effectively with children and adults.

Ability to project a positive, professional image for the department though appropriate appearance and demeanor.

Must be able to pass an extensive criminal background check and driving record check.

Working knowledge of and the ability to make practical application of City and OSHA safety policies and procedures, universal health precautions and the City's Bloodborne Pathogens Control Plan.

Ability to work extended hours, occasionally work evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.

**WORK ENVIRONMENT:**

Incumbent will frequently contact co-workers, other City departments, other recreation organizations, program participants and the public for purposes of exchanging information, explaining/interpreting policies and procedures, and coordinating program activities.

Reports directly to the Recreation Program Coordinator.

Incumbent performs duties in a standard office environment, at a service counter, and outdoors involving sitting and walking at will, lifting/carrying objects up to 50 pounds, reaching, bending, handling/grasping objects. Incumbent may work extended hours, occasionally work evening and/or weekend hours.

Incumbent performs the majority of duties at Forest Park including and occasionally at events in different venues, such as Noblesville downtown square or other parks. Incumbent performs duties outdoors and is occasionally exposed to extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others.

*This position is identified as having occupational exposure to blood or other...*
potentially infectious materials.