

JOB TITLE: Intern
DEPARTMENT: Senior, Youth and Leisure Services
REPORTS TO: Director and Program Supervisor of Senior, Youth and Leisure Services
GRADE LEVEL:
STATUS:
SCHEDULE: Varies; approximately 20 hrs/wk

1. SUMMARY

To assist the staff of the Senior, Youth & Leisure Services Department with essential operations including administrative tasks, event planning, and the implementation of seasonal programs.

2. SUPERVISORY RESPONSIBILITIES

N/A. This position has no supervisory responsibilities.

3. PHYSICAL DEMANDS AND WORKING CONDITIONS

Office Other – Explain: Indoor and outdoor sites throughout the community.

- Frequently required to stand, walk, talk, hear, sit, and balance.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently must lift, move and carry up to 10 pounds and occasionally up to 25 pounds.

4. ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Handle administrative tasks including emails, phone calls and messages, mailings, marketing, accounting and filing.
- Designing and implementing one seasonal special event for the Township under the guidance of the Program Supervisor.
- Attending periodic staff and committee meetings as needed.
- Assisting in the preparation of seasonal program guide and activities schedule.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to create and maintain positive cooperative relationships with management, co-workers and participants.
- Working knowledge of office computer use, specifically Windows XP, MS Office and the ability to learn new software.
- Excellent customer service skills.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: High School Diploma or GED. Enrollment in a college or university undergraduate or graduate program concentrating in business, physical education, leisure studies or related field.