



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Intern
- II. **Organization Unit:** Administrative Division
- III. **General Summary:** Will be exposed to all areas of WCRPD Department and will learn by interacting with various divisions within the department. Will experience a hands-on learning environment in which the Intern will be introduced to all areas of department operations, maintenance, and administrative functions of the department.
- IV. **Qualifications:** Currently working to receive a degree from a college or university. Basic understanding of how a parks and recreation department operates. WCRPD is an equal opportunity employer.
- V. **Special Work Conditions:** Be able to multi-task and communicate with Intern Coordinator and assigned WCRPD staff; be on time. May require night and weekend work; be flexible, proactive, open minded, and willing to work.
- VI. **Position Wage:** May or may not be a paid position. Will be discussed at time of intern employment.
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Identify, plan (budget included), and implement an internship project.
 2. Learn how to identify and develop high morale, positive attitudes, and quality workmanship.
 3. Learn and identify the different sports leagues and requirements for each specific sport related to WCRPD.
 4. Learn and implement a professional work attitude with co-workers and patrons while enforcing all rules and regulations.
 5. Complete all required/assigned training.
 6. Work in a fast-paced environment within a variety of areas including but not limited to administration, budgeting, league information, maintenance and equipment operation, programming, public relations, and special events.
 7. Ability to lift 50-80 pounds.
 8. Willing to work with (not supervising) Class-D inmates.
 9. Gain a basic understanding of a Standard Operational Procedures (SOP) Manual and Material Safety Data Sheets (MSDS) and how they are used at WCRPD.
 10. Keep up with all paperwork and school-related documents during the internship.
 11. Understand and agree to comply with WCRPD Employee Handbook and Warren County Personnel Policy.
 12. Complete any other duties as assigned by the Director of WCRPD.
 13. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCRPD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date