



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

JOB POSTING Recreation Intern

EMPLOYMENT APPLICATION REQUIRED

CLASS TITLE: Recreation Intern
DEPARTMENT: Parks & Recreation
FLSA STATUS: Part-time, Non-Exempt

Description: Under the direction of the Parks and Recreation Director, the recreation intern will perform a variety of duties associated with administrative assistance while assisting with management of recreation programming. Intern will assist with planning, developing, organizing, and supervising recreational programs, activities, and will assist with Parks and Recreation Department events.

ESSENTIAL FUNCTIONS:

- Assists with the planning, marketing, organizing, and supervision of recreational programs and activities
- Assists with the development, implementation, and supervision of recreation programs, classes, and activities for all age groups and interests
- Assists with the coordination of City of Jersey Village special events
- Provide excellent communication skills to deliver quality customer service at all times. Greets public, answers telephone, provides information, and registers participants
- Assists with conduct program registration and computer input, to include but not limited to cancellations and refunds; informs participants of class changes
- Assists with preparing a wide variety of promotional literature for the endorsement of our facilities, programs, events, and overall communications for the Parks and Recreation Department
- Must have working knowledge of appropriate technology in order to best serve the public and manage programs
- Expected to observe and follow all prescribed safety rules and regulations including wearing of safety apparel, where applicable, during the course and scope of job related duties
- Expected to perform other duties as assigned

ABILITIES:

- Ability to work flexible schedules that may include weekends, evenings, split shifts, and holidays and maintaining regular attendance requirements
- Must be able to communicate orally and in writing with board members, supervisors, employees, and the general public
- Ability to issue, comprehend and receive both oral and written instructions
- Ability to establish and maintain effective working relationships with supervisor, subordinates, and outside departments and agencies with which position interacts
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria
- Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations

- Ability to manage multiple priorities and unexpected situations

PHYSICAL REQUIREMENTS:

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-25 pounds)
- Tasks involve extended periods of time at a keyboard or work station
- Tasks require the ability to perceive and discriminate sounds
- Tasks require visual perception and discrimination
- Tasks require oral communications ability

ENVIRONMENTAL REQUIREMENTS:

- General work schedule will be 8:00 AM – 5:00 PM with additional hours outside the normal work schedule (*Regular days off include Saturdays, Sundays, and holidays as approved by the City of Jersey Village*)
- Must be able to work in adverse weather conditions and in a safe and effective manner
- Must be able to work independently and interact productively with diverse staff members and the public

EDUCATIONAL REQUIREMENTS: Must currently be enrolled in college courses pursuing a degree in Parks and Recreation or a related field.

LICENSES & CERTIFICATIONS:

Required:

- Possession of a valid Texas driver’s license
- Possession of current CPR, and First Aid certifications or ability to obtain within 30 days of employment (*The City will provide training opportunities for CPR, and First Aid certifications*)

SALARY INFORMATION: \$12.00 per hour

INSTRUCTIONS FOR APPLYING FOR EMPLOYMENT: This position is open until filled. Interested applicants must submit a “signed” employment application, (resumes are only accepted with a signed & completed employment application), to Human Resources. Scanned employment applications can be e-mailed to hr@ci.jersey-village.tx.us . Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040.

Application available at

http://www.jerseyvillage.info/upload/page/0021/docs/Application_for_Employment.pdf

EQUAL OPPORTUNITY EMPLOYER