



City of Polk City

Title:	Parks & Recreation Intern
Department:	Parks & Recreation
Status:	Internship
Reports to:	Parks & Recreation Director
Supervises:	N/A
Salary:	\$12.00-\$14.00 Hourly

POSITION FUNCTION:

The City of Polk City is seeking an individual for the 2023 Parks & Recreation Intern position. Polk City is a growing community of nearly 6,000 located northwest of the Des Moines metropolitan area. This internship will be a well-rounded and comprehensive opportunity for those interested in a career in the Parks and Recreation field. The selected candidate will gain experience in the areas of programming, special events, parks maintenance, customer service, and marketing/promotion. Polk City understands all internship requirements are different. We are flexible and will work with you to meet/exceed your college or university's internship requirement.

DUTIES AND RESPONSIBILITIES:

1. Supervises program participants in the following areas: youth programs and activities, adult programs and leagues, senior programs and activities, tournaments, and special events.
 2. Assists Parks & Recreation Director in planning, developing, coordinating, and implementing recreation programs and activities.
 3. Completes facility/event prep and maintenance as needed.
 4. Drives city van to transport program participants as needed.
 5. Assists with park maintenance (turf maintenance, landscaping, beautification).
 6. Attends Park Commission and City Council meetings.
 7. Develop and plan a unique department offering at Four Seasons Festival.
 8. Develop 1-2 new recreation programs for different age groups that are turn-key for future.
 9. Assists as needed in the office developing phone etiquette, filing, record keeping, and assisting customers.
 10. Performs other duties or assumes other responsibilities as apparent or assigned.
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SKILLS AND ABILITIES:

1. Ability to work efficiently and safely, with or without direct supervision.
2. Display honesty, trustworthiness, dependability, and respectfulness.
3. Exhibit willingness to listen and learn. Ask for clarification as needed.

4. Practice clear, concise, customer focused communication.
 5. Be attentive to the City of Polk City's standards, policies, and procedures.
 6. Be an example of Polk City Parks & Recreation's mission and vision statements.
 7. Use computers and related software applications.
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QUALIFICATIONS:

1. High school diploma or GED required. BA/BS or in pursuit thereof.
 2. Minimum age 18. Preference given to candidates of junior status or greater.
 3. Experience working with children of all ages.
 4. Valid Iowa driver's license.
 5. Adult and Pediatric First Aid/CPR/AED.
 6. Pre-employment criminal history record check.
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

1. Be responsive to visual and verbal alarms and other indications of distress.
2. Able to lift, carry, push, and pull up to 50 pounds.
3. Able to walk and stand for long periods of time on different surfaces.
4. Able to communicate effectively verbally and written with participants, community members, and fellow employees.
5. Requires outdoor work where heat, cold, precipitation, inclement weather, and nature may be encountered.
6. Requires travel within and out of Polk City, which imposes common travel hazards.
7. Standard work hours will vary from 0 to 40 hours per week to meet the needs of the department and may include evening and weekend hours.