

**Park District of Franklin Park**  
***Job Description***

*Position Title*

Recreation Intern

*Department*

Recreation

*Supervisor*

Superintendent of Recreation

**Job Summary:**

The recreation internship will include a comprehensive experience within the district's operations. Responsibilities lie within administration, programming, staff management, facility management, aquatics, day camp, special events, marketing, and maintenance.

**Education and Experience:**

Current student in Recreation, Park, or Leisure Service Administration or related field.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Functions and Responsibilities**

1. Assist in Recreation Administrative duties
2. Budgets and Finance Marketing, Communication and Public Relations
3. Assist in Facility Management – Including Community Center, Fitness Center, Pool on Pacific, and Centre at North Park
4. Assist Program Managers in supervising recreational programs including summer camp, athletics, dance, and aquatics.
5. Assist in Special events and marketing opportunities.
6. Attend weekly staff meeting and monthly board meeting.
7. Obey and enforce the practical safety rules, regulations and procedures established by the park district safety program that are pertinent to the activities conducted by the department.
8. Be familiar with the Employee Safety Manual.

**Essential Functions**

1. Computer operation.
2. Maintaining files and records.
3. Phone operation.
4. Driving.
5. Mathematical skills.
6. Written and communication skills.

**Psychological Considerations**

1. Must be able to handle stressful situations with both paperwork and the public.
2. Must be able to respond to participant's needs.
3. Must be able to handle crisis situations.
4. Must be able to respond to deadlines.

**Physiological Considerations**

1. Prolonged hours seated at a desk.
2. Prolonged hours of computer use.
3. Prolonged usage of the telephone may result in hand neck fatigue.
4. Classroom setups or unpacking of supplies may result in back and/or muscle fatigue.

**Environmental Considerations**

1. Activities performed indoors and outdoors.
2. Exposure to sun for extended periods of time.
3. Exposure to fluorescent lighting for extended periods of time.
4. Exposure to inclement weather while driving.
5. Exposure to indoor temperature moving from air conditioning to non-air conditioning, excessive heat.
6. Exposure to inclement weather while indoors (tornadoes, brown outs, black outs).

**Cognitive Considerations**

1. Problem solving ability.
2. Decision making.
3. Negotiation.
4. Policy interpretation.
5. Prioritizing.
6. Safety awareness.

**Requirements**

1. Skill in oral and written communication.
2. Skill in supervisory techniques and management.
3. Ability to develop comprehensive athletic programs for all ages.
4. Ability to develop senior programming.
5. Knowledge of budget and fiscal accountability.
6. Ability to problem-solve and interpret situations.
7. A valid Illinois driver's license is required.
8. Ability to identify and interpret community needs demographics, economic structure and interests in order to develop programs to meet these needs.
9. Be able to lift 20 lbs. Encourage to use mechanical or manual assistance for lifting over 20 lbs.

**Working Hours**

The normal work week is designated by the employee's immediate supervisor as necessary to properly perform the position duties.