



## Town of Danville

### RECREATION SERVICES INTERN

#### **DEFINITION**

The Recreation Services Intern plans, implements and evaluates a program, event, and/or service in a designated recreation program area, such as: Youth, Teens, Adults, Seniors, Visual and Performing Arts, Sports & Fitness, and Special Recreation.

#### **SUPERVISION RECEIVED AND EXERCISED**

Works under general supervision of a Program Supervisor. Provides direct supervision to program personnel and volunteers as assigned.

#### **ESSENTIAL JOB FUNCTIONS/DUTIES**

Under general direction of a Program Coordinator or Supervisor, assist in planning, implementing and evaluating programs, events and services. Assist in recruiting, training, supervising and evaluating part-time personnel and volunteers. Assist in recruiting and orienting contractual instructors and developing and monitoring contractual service agreements. Prepare memos, correspondence, reports and public information in a variety of forms. Represent the Recreation Services Department and Town to citizens, advisory bodies and community organizations and serve in a liaison role as assigned. Conduct outreach activities. Interpret Town policies to the public. Maintain accurate records and compile program information and other data. Assist in monitoring facilities and equipment. Other duties as assigned. Performs duties within OSHA standards.

#### **OTHER JOB FUNCTIONS/DUTIES**

Participate in and/or support the development and implementation of Town special events. Complete special projects and tasks as assigned. Use computers and other office equipment to accomplish assigned work.

#### **QUALIFICATIONS/PREREQUISITES**

##### **Knowledge of:**

Principles and practices of recreation programming. Human development as it relates to planning recreation and leisure programs and activities for the public. Leadership, group dynamics and facilitation concepts and techniques. Safety practices as related to the assigned program/activity area.

**Ability to:**

Develop, implement and evaluate innovative programs effectively. Supervise and motivate participants, part-time personnel and volunteers. Communicate effectively with Town officials, general public and the media. Demonstrate effective oral and written communication skills where judgment, knowledge and interpretive skills may be required. Establish and maintain effective working relationships with co-workers and members of the public. Willing and available to work flexible hours as needed.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Any combination of full and part-time professional experience, with background in municipal parks and recreation is desirable.

**Education:**

College coursework and/or Bachelor's Degree in Recreation Administration, Physical Education, Public Administration or other related field.

**Licenses/Certificates**

Possession of a valid California Driver's License or ability to obtain a California license within 30 days of hire is required. First Aid and CPR certification is preferred. Proof of negative TB test required within 30 days of internship start date and prior to working directly with youth under 18.

**Fingerprinting/Background Check:**

Receive satisfactory results from a background investigation and fingerprinting.

**CONTACT INFORMATION**

**Agency:** Town of Danville, Recreation Services

**Apply To:** 420 Front Street, Danville, CA 94526

**Website:** <http://www.danville.ca.gov>

**Contact Name:** Christine Mabry

**Contact Phone:** (925) 314-3475

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