



CITY OF MESA VOLUNTEER JOB DESCRIPTION

Recreation Intern



POSITION DESCRIPTION

A Recreation Intern is an unpaid position that performs a number of activities of varying complexity that facilitate the participation in recreational activities. Duties involve opportunities to gain experience in leadership, supervision, administration, marketing, and program development/evaluation in a municipal recreation setting. Responsibilities may include picking up trash to clean up parks, building trails, facilitating recreation opportunities, registering program participants, instructing participants in craft or recreation activities, monitoring recreation, sport, or special event activities, assisting in the building of play equipment, park ramadas, sand volleyball courts and/or horseshoe pits, etc. Interns must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate willingness to follow through on assigned tasks. Interns in this assignment become more familiar with the duties performed, some independent judgment may be exercised. Interns in this position perform related duties as required.

Distinguishing Features:

Interns will be accepted only from educational institutions that have been approved by PRCFD. Intern will be approved and evaluated by the institution to determine compatibility with the Parks, Recreation, and Commercial Facilities Department. A recreation aide, assistant, programmer, coordinator, parks maintenance foreman, or landscape coordinator assists the intern in articulating goals, objectives and criteria by which the intern will be evaluated. More detailed instructions are given to interns on more complex or inclusion related recreation activities, and work is usually reviewed or checked periodically throughout the internship.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, and experience that demonstrates the ability to perform the assignment functions.

ESSENTIAL FUNCTIONS (Common to all assignments except as designated)

Communication: Communicates with City employees, program participants, volunteers, vendors, contractors, and the general public. Instructs participants in individual and group recreation or craft activities. Provides staff feedback regarding program assignments.

Manual/Physical:

Clerical: Prefer skills in operating a variety of standard office equipment (i.e., PC, copy equipment, calculator, microfilm equipment, etc.). Folds, stuffs, and sorts requests, confirmations, notices, and form letters.

Recreation: Assists program participants in and out of wheelchairs and swimming pools. Cleans up after activities and maintains supply inventory. Cleans, sweeps, mops, organizes, and stocks supplies to maintain facility and equipment. Detects calls for assistance from participants and other signs of alarm for warning. Actively participates in sports activities. Performs fine and gross motor activities. Moves six foot and eight foot tables and chairs to accommodate program activities. Boxes and moves equipment. Observes, inspects, and monitors program area, equipment, and participants in order to provide a safe environment.

Maintenance: Uses common hand tools such as hammer, saw, and screwdriver. Digs up ground using a pick, shovel or spade. Moves debris, dirt, sand, or other material. Picks up trash. Handles plant and tree material.

Mental: Comprehends and makes inferences from written material. Calculates scores, posts results. Observes behavior of program participants and monitors equipment for proper working order and safety. Comprehends and makes inferences from written materials in order to register participants for special events or classes. Learns job-related material primarily through oral instruction and observation in an on-the-job training setting.

Abilities:

Ability to: Understand and follow verbal and written instructions, readily learn assigned tasks, and maintain and establishes effective working relationships with other workers, program participants, and the general public.

Time Commitment: The minimum term of the intern program will be ten weeks.

Location: Areas throughout Mesa.

More Information: PRCF Volunteer Coordinator, 480-644-4345; PRCFVolunteers@mesaaz.gov.

To Apply: Please contact PRCF Volunteer Coordinator, 480-644-4345; PRCFVolunteers@mesaaz.gov.

Deadlines: Varies with assignment.