



EMPLOYMENT ANNOUNCEMENT RECREATION INTERN

Date Posted: December 4, 2014
Department: Parks & Recreation
Compensation: \$15.00/hour
Deadline: Open until filled

Job Summary: Assists with the daily operations for the West University Recreation Center, as well as city-wide recreation program planning and development. Assists in the planning, development, implementation and evaluation of various departmental special events and activities. Scheduled to work a 40-hour work week, however, hours and days off are subject to change in order to meet department responsibilities. Position may require over-time. Position has some supervisory responsibilities and will assist in the hiring, training, supervision, scheduling and evaluation of the Recreation Center and Colonial Pool staff, specifically Recreation Attendants. This position will be afforded the opportunity to cross train several facets of the Parks and Recreation Department; including Athletics, Special Events, Project Management, Leisure Program Development and Senior Services.

Essential Job Duties and Responsibilities:

- Regular and timely attendance at work
- Assists with the scheduling, supervision, and management of subordinates
- Assists with planning and marketing special events. Will assist in developing press releases, creating flyers, maintaining electronic marquis, creating e-notifications, etc
- Assist in class development, instructor recruitment, class schedule/coordination, marketing and promotions for classes, creating surveys and compiling data from feedback, etc
- Assists with responding appropriately to citizen inquiries and complaints. Routes calls to the appropriate City personnel.
- 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
- Assists with RecTrak management as assigned. Tasks include, but not limited to, registering program participants, training subordinate staff, maintaining information by keeping classes, fees, etc. current, etc
- Assists with preparing and maintaining related records and statistics for programs and personnel and scanning to Laserfische as needed
- Assists with prepares weekly, monthly, quarterly, and annual reports on class registrations, memberships, usage, revenue, etc
- Assists with developing, promoting, and coordinating sponsorship opportunities in regard to recreation programs and activities
- Assists with researching local, state and national programs, policies, etc. to ensure our department above standard
- Assists with recommending supplies needed for operations and researching cost effective alternatives
- Ability to work flexible schedules that may include weekends, evenings, split shifts and holidays and maintain regular attendance as required
- Assists in the recruitment and selection of volunteers, instructors, aquatics personnel and Recreation Attendants
- Performs a variety of miscellaneous office duties such as answering phone, typing, filing and other duties as assigned
- 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 report to work free from the effects of illegal drugs, or alcohol and reports to work free from impairment due to prescription drugs
- Expected to perform other duties as assigned

Minimum Education, Experience and Certification

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

- CPR, FIRST AID and AED Certified, or ability to have prior to start of position
- Must have good oral and written communication skills and the ability to deal effectively with the public
- Must possess excellent customer service skills
- Must possess a good working knowledge of Microsoft Word, Publisher, and Excel

For application procedures, please visit our website www.westutx.gov/application

The City of West University Place is an Equal Opportunity Employer