



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

Phone: 425-831-1900
E-Mail: info@siviewpark.org

POSITION ANNOUNCEMENT

Recreation Internship (Spring or Summer Quarter)

Position:	Student Internship- Youth/Teen Programs
Salary:	\$8.83per hour Position will not exceed 1040 hours in a calendar year.
Hours:	Monday-Friday 9am-5pm (Occasional Nights & Weekends)
Opening Date:	January 29 th , 2010
Closing Date:	March 12 th , 2010 or Open until filled.

NATURE OF WORK:

Under the direction of the Recreation Coordinator; this position is responsible for assisting in planning, organizing, coordinating, supervising and guiding recreational programs and activities. The work includes program development, planning, implementation, and evaluation. The work requires excellent communication skills, customer service skills and a willingness to learn practices within recreational program management.

ESSENTIAL FUNCTIONS:

Provides leadership in; before & after school programs, seasonal camps, athletic leagues, community programs and special events. Assist Recreation Coordinator in developing, planning, promoting, implementing, and evaluating programs. Instructs classes relative to specialty. Supervises and instructs program participants in recreational activities. Prepares reports related to incidents and accidents.

Assist Recreation Coordinator in scheduling, organizing, coordinating, supervising, and assigning work to seasonal staff, instructors, and volunteers.

Develops and distributes marketing material related to specific programs. Coordinate with other District employees to develop quarterly recreation program guide. Coordinates recreation programs with the Snoqualmie Valley School District, community agencies and sports groups.

Provides transportation for assigned programs with a District vehicle.

Assists with preparing and monitoring program budgets. Prepares a variety of reports, processes forms, collects fees and performs other administrative tasks.

Oversees the use, care, and inventory of related program equipment and supplies.

Responds to public inquiries in a courteous manner, providing information within the scope of knowledge or refers to appropriate individual for resolution.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry): (A) Effective customer service methods; (B) Ability to work with minimum supervision; (C) Working knowledge of hazards and safety practices; (D) Ability to establish and maintain positive and effective working relationships with coworkers, commissioners participants, volunteers, and the general public; (E) Physical ability sufficient to perform the essential functions of the position; (F) Modern office methods, procedures, equipment used and practices.

Skill in (position requirements at entry): (A) Communicating both orally and in writing, sufficient to exchange or convey information and to receive work direction; (B) Interpreting and applying departmental and program policies and procedures; (C) Decision making in difficult circumstances; (D) Maintaining detailed program records and reports; (E) Using computers and other office equipment.

LICENSES, CERTIFICATES AND REGISTRATION:

Washington State Drivers License with driving record that is free from serious or frequent violations; and First Aid & CPR Certification. District will provide training if necessary.

WORK ENVIRONMENT:

Work is performed primarily in an active setting at a Community Center or in park and will involve standing for moderate periods of time, reaching, kneeling and squatting. Work will involve moderate to loud noise levels and constant disruptions. Work is performed both indoors and outdoors regardless of weather conditions.

AN EQUAL OPPORTUNITY EMPLOYER

The Si View Metropolitan Park District is an equal opportunity employer. It is the District's policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, sexual orientation, marital status, national origin or disability.

The District provides reasonable accommodations to persons with disabilities. Contact District to discuss reasonable accommodations that may be necessary. Phone: (425) 831-1900.

The statements contained herein reflects general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: January 2010