



7330 Thornapple River Drive, P.O. Box 370, Ada MI 49301 | 616.676.9191 | adatownshipmi.com

POSITION NAME: Recreation Intern

REPORTS TO: Director of Parks & Recreation

SUPERVISES: N/A

POSITION SUMMARY: The Recreation Intern plays a vital role in supporting the Parks & Recreation Department by helping manage and run programming initiatives, providing logistical and operational support for a variety of community events, and supporting the overall daily needs of the department. This position will gain hands-on experience in better understanding parks and recreation management at the municipal level.

WORK HOURS: This is a summer internship that will run from May – August. The individual selected for this position can anticipate working 32 hours per week to include both regular nights and some occasional weekends.

ESSENTIAL JOB FUNCTIONS: This position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. **Program Supervision & Assistance** – Assist in managing and supervising recreation programs, youth and adult activities, and community events by providing on-site support, engaging with participants, and ensuring a positive experience for all attendees.
2. **Special Event Operations & Logistics** – Support the planning, setup, execution, and break down of special events, including coordinating logistics, assisting vendors, and helping ensure events run smoothly.
3. **Parks & Facilities Support** – Assist with the daily functions of parks maintenance and facility management by working alongside staff to conduct inspections, monitor park conditions, and support minor maintenance tasks as needed.
4. **Municipal Leadership & Community Engagement** – Accompany the Director of Parks & Recreation to meetings, community gatherings, and municipal functions to gain firsthand experience in government leadership, decision-making, and stakeholder engagement.

5. **Interdepartmental & Community Collaboration** – Work with various municipal departments, local organizations, and community partners on projects and initiatives that enhance parks, recreation, and public services.
6. **Municipal Budgeting & Purchasing Exposure** – Learn about budgeting, purchasing, and financial management in municipal government by assisting with budget tracking, procurement processes, and reviewing financial documentation relevant to parks and recreation operations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Minimum of a High School Diploma.
- General knowledge of and interest in parks and recreation services.
- Ability to understand, follow and complete both oral and written directions.
- Ability to effectively communicate orally and in writing.
- Ability to work some regularly scheduled weekend and evening hours.
- Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently and adhere to schedules/deadlines.
- Must possess a Michigan driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobilities to include the ability to work prolonged periods in an outdoor setting, use of standard office equipment and supplies; ability to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.