



## **Ada Township Position Description**

**POSITION NAME:** Internship: Parks & Recreation - 2021

**REPORTS TO:** Director, Parks and Recreation Department

**SUPERVISES:** Program participants and volunteers

**POSITION SUMMARY:** This is a seasonal position, May through August 2020, set up as an Internship experience. The Intern will assist the Ada Township Parks & Recreation Department in facilitating a variety of outdoor recreation and education programs along with natural resource management and maintenance needs in the Township parks, preserves and trails. A significant part of the work is outdoors, on weekdays between the hours of 8:00 a.m. and 4:00 p.m., with an occasional Saturday and evening. Compensation: hourly wage.

**ESSENTIAL JOB FUNCTIONS:** (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of 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.)

Assist with planning and implementing outdoor recreation and environmental education programs and services for youth, families, adults and community-based events.

Assist with the instruction and supervision of program participants and maintenance of instructional materials and supplies.

Assist with the registration and data management of recreation program participants.

Assist with the marketing and promotions of recreation and education programs including social media and web site postings.

Assist with maintenance projects, grounds upkeep, stewardship work, gardens and landscaping in Township parks, preserves and trails.

Assist visitors in the parks, park office and program participants as needed.

Work with and assist volunteers in a positive and productive manner.

Cleaning of park facilities as needed.

Performs other tasks as needed.

Applicants interested in college credit need to submit to their own college.

**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.)

General knowledge of, or interest in, natural resources, parks, recreation, leisure services, outdoor environmental education, community development or related field.

Applicant should be enrolled in a related college degree program or have graduated with a related degree.

Working knowledge of computers and current software.

Ability to instruct, teach or lead small groups or youth in the outdoors.

Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently, adhere to schedules and deadlines.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must be physically able to operate manual landscaping tools.