



## **Ada Township Position Description**

**Title:** Internship: Parks & Recreation - 2018

**Reports to:** Director, Parks & Recreation Department

**Positions Supervised:** No staff supervision. To assist other staff and volunteers.

### **Broad Statement of Responsibilities:**

This is a seasonal position, May through August 2018, 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 and preserves. 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. Compensation: hourly wage.

### **Specific Duties and Responsibilities**

1. Assist with planning and implementing outdoor recreation and education programs and services for youth, families and adults.
2. Assist with the instruction and supervision of program participants.
3. Assist with the registration and data management of recreation program participants.
4. Assist with the marketing and promotions of recreation and education programs.
5. Assist with maintenance projects, grounds upkeep, stewardship work, gardens and landscaping in Township parks and preserves.
6. Assist visitors in the parks, park office and program participants as needed.
7. Work with and assist volunteers in a positive and productive manner.
8. Cleaning of park and office facilities as needed.
9. Performs other tasks as needed.

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**Knowledge, Skills, and Abilities:**

1. General knowledge of and interest in natural resources, parks, recreation, leisure services and/or environmental education.
2. Ability to work in outdoor conditions including diverse weather, insects and plants. Ability to move across rough terrain and work manual landscaping tools.
3. Working knowledge of computers and current software.
4. Applicant should be enrolled in a related college degree program or have graduated with a related degree.
5. Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently, adhere to schedules and deadlines.

**Application Process**

1. Interested applicants need to submit a cover letter, resume and references to:  
Mark Fitzpatrick, Director, Ada Township Parks & Recreation Department  
P.O. Box 370, 7330 Thornapple River Dr., Ada, MI 49301 or via email at  
mfitzpatrick@adatownshipmi.com
2. Applicants need to complete an Ada Township application form and participate in an interview.
3. Applicants need to submit to their own college for credits.

**Contact:** Mark Fitzpatrick at 616-676-0520 or mfitzpatrick@adatownshipmi.com for details.

*The above is intended to describe the general content of and requirements for the performance of the job. It is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements.*