

ROXBURY RECREATION

Roxbury Recreation Intern Job Description

Opens 3/1/2021

Closes 4/30/2021

Starts 6/21/21

Salary \$0.00 - \$0.00

JOB DESCRIPTION

Class Title: Recreation Program Intern

Department: Department of Recreation, Social Services & Dial-A-Ride

GENERAL PURPOSE

To assist in the daily operations of Roxbury Recreation during the summer season

SUPERVISION RECEIVED

Works under the supervision of the Recreation Director and Recreation Program Director

SUPERVISION EXERCISED

May exercise supervision over campers, & volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in the administration of the daily operations of the Roxbury Recreation Department.

Assist with grant reporting and obtaining statistical data to assist with grant applications for all various programs.

Work closely with camp supervisors, beach staff, and department volunteers.

Represents the Department of Recreation at neighborhood playgrounds, community fairs and meetings, and other events.

Conduct surveys and essential functions related towards recreational program development.

Meets the attendance requirements of the position, which calls for a flexible work schedule, including evenings, weekends and holidays.

Provide effective customer service with courtesy and understanding to Township customers, citizens and internal departments.

Performs related work as may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Should be pursuing a bachelor's degree in Recreation, Park and Tourism Management, Sports Management or a related business field at an accredited University.

(B) Individual should be certified in CPR and first aid training within first month of start date.

Necessary Knowledge, Skills and Abilities:

(A) Exercise strong customer service skills.

(B) Strong knowledge of Microsoft Office.

(C) Ability to market and advertise effectively on the internet (websites/social networking).

(D) Ability to cooperate with private and public agencies and general public to organize and conduct effective programs.

(E) Ability to work independently.

(F) Ability to deal with and interact with the public using diplomacy.

(G) Ability to keep and organize detailed records.

(H) Interact effectively with school age children, teachers and principals.

(I) Communicate effectively both verbally and in writing with individuals and groups with diplomacy and professionalism.

(J) Exercise sound judgment and flexibility.

(K) Knowledge of arithmetic computations and tabulations and ability to make calculations with speed and accuracy.

(L) Ability to understand and follow moderately complex oral and written instructions.

(M) Ability to prioritize work assignments, handle multiple tasks and projects, resulting in work being performed in the most efficient and timely manner.

(N) Excellent problem-solving skills.

TOOLS AND EQUIPMENT USED (list all the equipment that you use)

Requires intensive daily use of personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Performs work outdoors in various weather conditions. Must have stamina to occasionally stand and walk for a minimum of four (4) hours.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must possess a valid New Jersey Driver's License with a clean driving record.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but can become loud based on seasonal recreation activities.

SELECTION GUIDELINES

Please attach cover letter, resume, and disclaimer application in email to Recreation Director Brett Douglas douglasb@roxburynj.us

Candidates will be required to attend an oral interview and reference check. Successful candidates will be required to submit to a drug and alcohol screening, a background check as well as, a driver's license abstract check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Township and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER AND SIGNATURE

I authorize that my answers are true and complete to the best of my knowledge. If this application leads to an internship, I understand that false or misleading information in my application or interview may result in my release.

I understand that this application must be returned by April 30, 2021. All applications received after that date will not be considered.

Applications must be completed and may be delivered in person to the Roxbury Recreation Department located at Horseshoe Lake or mailed to the following address:

Roxbury Recreation Department
Summer Intern Applications
72 Eyland Avenue
Succasunna, NJ 07876

I understand that acceptance of this application does not imply that I will be selected for an internship.

When working a summer intern position for Roxbury Recreation, it is understood that applicants are available for the entire period of the summer. Time off will be granted for emergency situations, college related events, and job-related dates.

Please request days off: _____

All applicants who are 18 years and older must complete an online background check to qualify for consideration of the job. Roxbury Township Recreation Department has worked with National Center for Safety Initiatives to ensure that this process is convenient, secure, and confidential. Go to <https://roxburytownship.quickapp.pro/apply/applicant/new/15869/13896> and click on the webpage to register.

I have read and understand the above statements in its entirety, I acknowledge that any misrepresentation or omission of facts called for herein will, at Roxbury Township's option, result in the cancellation of consideration of the internship or dismissal from Roxbury Township's service.

Signature _____ Date _____