

TOWN OF PROSPER

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| TITLE: | RECREATION INTERN | SALARY: | VOLUNTEER |
| DEPARTMENT: | DEVELOPMENT SERVICES | LAST UPDATE: | 08/2015 |
| REPORTS TO: | RECREATION COORDINATOR | FLSA DESIGNATION: | VOLUNTEER |

DEFINITION

Under supervision, this volunteer position will provide general office and field recreation service support as assigned.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Recreation Coordinator.

EXAMPLES OF DUTIES

Duties and responsibilities include, but are not limited to, the following:

Essential Functions

- Assist with field and pavilion rentals.
- Assist with evening onsite field services during scheduled recreational sport activities.
- Assist with field preparation, clean-up, etc. as needed.
- Assist with event planning and related processes.
- Observe and assist with presentations to Parks Board and Council as needed.
- Provide general administrative and recreational programming support.
- Provide excellent customer service.

Additional Duties

- Perform such other volunteer duties as appropriate.

QUALIFICATIONS:

Knowledge of:

- Parks and recreation activities.
- Computer applications including Microsoft.
- English usage, spelling, grammar and punctuation.
- Computer skills using Windows, WordPerfect, Microsoft Office applications, Internet, Adobe Acrobat and conversion techniques, and Microsoft Outlook.

Ability to:

- Prioritize and organize various assignments in order to produce efficient results.
- Operate standard office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow written and oral instructions.
- Volunteer evenings and weekends.
- Establish and maintain cooperative-working relationships with those contacted in the course of volunteer work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- Related experience demonstrating reliability and ability to work independently.
- Customer service experience.

Training:

- Enrolled in a higher education institution; or, eligible for internship through an accredited learning institution or public school.

License or Certification:

- Must be able to pass a criminal background check.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by a Volunteer to successfully perform the essential functions of this job.

- Regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Must be able to walk, stand, stretch, bend, twist, stoop, and kneel.
- Frequently required to lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that a Volunteer encounters while performing the essential function of this job.

- The noise level in the work environment is usually moderate. Volunteer must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities with disabilities to perform the essential functions of this job.

This job description is not an employment agreement, contact agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Volunteer's Signature

Supervisor's Signature

Date

Date

The Town of Prosper, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current volunteers to discuss potential accommodations with Human Resources and or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS