

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Recreation Program Intern

DEPARTMENT: Public Works Parks & Recreation

POSITION TITLE OF IMMEDIATE SUPERVISOR: Parks & Assistant Public Works Superintendent

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

This position is responsible for temporarily assisting in the City's annual recreational programming serving all ages and demographics.

RESPONSIBILITIES:

- A) Assist in marketing and implementation of municipal recreation program and events
- B) Coordinate, purchase, organize and gather, and deliver supplies, documents and schedules for programs and events
- C) Provide staff support including data entry, phone calls, program registration, reports, records management in a timely manner
- D) Fill in as needed at programs and events. Assist with supervision, periodic check in and leadership of programs, seasonal staff and events

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- 1. Must be able to read and understand correspondence, memoranda and materials
- 2. Must be able to effectively represent the organization, department, and administrative operations to management and the public
- 3. Demonstrated effective written and oral communication skills
- 4. Must act in a decisive manner, using good judgement. Must be able to assess problems and situations, and be able to anticipate needs and evaluate alternatives
- 5. Must have working knowledge in the use of calculators, personal computers, printers and other office equipment and working knowledge of computer software
- 6. Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence

7. Must represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact
8. Must be able to produce quality, accurate work. Must be able to utilize work time properly and productively. Must have the ability to handle detail, meet deadlines and follow through in the completion of projects
9. Must have strong organizational skills and the ability to accurately record documents, publications and various records for official purposes
10. Must have the ability to plan and perform duties with only general minimum supervision
11. Must be able to perform all essential position functions under the working conditions as described
12. Must have the ability to work evenings and weekends (if scheduled)

MINIMUM QUALIFICATIONS

- Current student or recent graduate in Parks and Leisure Services; Public Administration, Business Administration, Community Development or related field
- Proficiency using computers – word processing, spreadsheet programs, etc.
- Excellent written and verbal communication skills
- Valid unrestricted class D state driver's license with a good driving record

DESIRED QUALIFICATIONS

- Experience leading recreational events and programs
- Experience designing and implementing recreational curriculum

Created October 2016
Revised April 2021

JOB ACTIVITY REQUIREMENTS
Recreation Program Intern

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting			x	
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling		x		
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work		x		
18	Stationary desk or bench work			x	

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

Job working conditions		
		Yes
		No
1	Working Outdoors	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	
4	Operating motor vehicles	x
5	Providing work direction to other employees	
6	Working with chemicals	x
7	Working near fumes and vapors	x
8	Driving a City vehicle or personal vehicle	x
9	Driving is an essential function of this job	
10	Subject to random DOT drug and alcohol testing	