

Warren Township (Somerset County) Recreation Department

Job Description Summer Recreation Internship

Term of Employment:

May- August

Salary:

Internship is unpaid

General Description:

Recreation intern will have the opportunity to be involved in all aspects of Warren Township Recreation's operation including; but not limited to, promotions, office work, programming, summer camp, concerts, movie nights and more. The internship will be on a rotation basis so that the intern will get a feel for all aspects of the Recreation office.

Duties and Responsibilities:

1. Assist the Recreation Director and Playground Director / in developing and running various recreational activities for Warren Township area residents ranging in age from 2 – 99.
2. Work with Recreation Director in developing promotional material for Warren Township recreation events. IE: program guides, newsletters, event flyers, advertisements, etc.
3. Assist the Playground Program Director in developing and running the playground program activities including; but not limited to, staff training, field trips, lesson plans and various staff and parent manuals.
4. Develop and run at least two special events from inception to completion.
5. Attend various board and committee meetings as deemed necessary.
6. Other duties as assigned.

Qualifications (education, knowledge, skills and abilities):

1. High School graduate minimum; student at least in Junior year of college is preferred, but Sophomores will be considered; pursuing a degree in recreational program preferred.
2. Current American Red Cross Community First Aid and Safety Certification. (or willing to obtain)
3. Ability to demonstrate tact and patience when dealing with residents and their concerns.
4. Ability to prepare accurate records to track pool chemical usage, first aid and safety, employee work hours, camp attendance and personnel issues.
5. Ability to evaluate services and recommend changes to a plan of action.
6. Ability to demonstrate flexibility in work habits to meet ever-changing schedule requirements.
7. Ability to demonstrate physical fitness to include frequent light to occasional heavy lifting (up to 50 lbs.), swimming, standing and walking for long periods of time, reaching, bending, pushing and pulling.
8. Successful completion of NJ State Police Criminal Background Check and Child Abuse Clearance.

Additional Desired Qualifications:

Enrollment in an accredited university with coursework relating to event planning, sport and recreation management, public administration, or education.

Working Conditions:

Evening and weekend hours will be required when needed. A minimum of 15 hours a week is required, however, working hours may vary depending on week. Hours may be added to accommodate university requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

Work Environment:

While performing the duties of this job, the employee may be outside. The employee may be exposed to wet and/or humid conditions, dust, and heat. The noise level may be moderately loud.

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.

Resume and references required

Send to Warren Township Recreation Director, 46 Mountain Blvd. Warren, NJ 07059 or email to ehermann@warrentboe.org