

Parks and Recreation Intern – Resource Center

Minimum Preparation for Work:

College or high school student, 16- to 24-years old, who resides or attends school in Escambia County. Experience in camp, youth programs, recreation, working with children, or in a related field.

Necessary Special Requirements

A caring personality, enjoy working with children, possess leadership skills, and be detail oriented. Communication skills, patience, the ability to problem-solve, and organizational skills are vital to the intern's success. Must be punctual, carry recreation-related equipment from the storage area to activity spaces, and perform a variety of tasks outside in various climates.

Nature of Work:

Interns are responsible for assisting, organizing, and coordinating athletic programs, special events, and/or volunteer functions within the Parks and Recreation Department. Although duties are performed under direct supervision, some independent judgment and initiative is required.

Examples of Work:

- Plans, leads, and implements camp programs for children.
- Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- Implements activity schedule provided by supervisor for camp participants.
- Organizes and leads various small and large group activities.
- Ensures the cleanliness of activity areas.
- Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
- Knows and understands all emergency procedures associated with the camp program.
- Mediates any campers' disputes.
- Knows, enforces, and follows all safety guidelines associated with the camp program at all times.
- Maintains constant surveillance of campers in aquatic environments.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.