



# City of Green

## Parks & Recreation Division Intern

An Equal Opportunity Employer

Position Title: Intern  
Department: Service  
Division: Parks & Recreation

Employment Status: Seasonal

Job Description: Administrative and operations work in assisting with a variety of recreational activities, programs, and special events in the Parks & Recreation Division. Duties to include:

### **Administration**

Park Planning & Development \* Marketing & Technology \* Budgeting \* Project Management \*  
Public Relations \* Policy Development \* Public Health & Safety \* Multi Agency Programs \*  
Parks and Recreation Board Meetings

### **Parks Maintenance & Operations**

Facility / Ground Maintenance \* Sport Field Preparation \* Material Estimation \* Turf  
Maintenance \* Tree & Plant Identification \* Pond / Water Management \* Public Playground  
Safety

### **Program and Event Planning**

Budget Development \* Program Design and Evaluation \* Fee Schedule Development \*  
Participant Evaluation Development & Implementation \* Sponsorship Development \* Staffing

Knowledge, Skills, and Abilities: Establish and maintain effective working relationships with city officials, fellow employees, and the general public. General knowledge of recreational programs and understands and follows oral and/or written instructions. Ability to work under the direction of the Parks & Recreation Superintendent, Recreation Manager, and Recreation Programmer(s).

Training and Experience: Must be enrolled at an accredited college or university working towards a degree in recreation administration or a related field during their employment with the City of Green.

Special Requirements: Must maintain a valid Ohio Driver's License. Must have the ability to work flexible hours, weekdays, and weekends as necessary.

For more detailed job guidelines, please visit [www.cityofgreen.org](http://www.cityofgreen.org).