



Recreation Department

Recreation Operations Intern

Mayor Pamela Bobst

Reports To:	Varies on Job Assignment	Salary:	Unpaid
Shift:	Varies based on need and school schedule Evenings and Weekends may be required	FLSA Status:	Exempt

Position Overview:

The Recreation Operation Intern will assist the Recreation Department with a multitude of projects that will include assisting in the oversight and management of any/all recreational facilities and operations. The intern will learn day-to-day management of specific areas of city recreational facilities which may include: the Umerley Civic Center, the Hamilton Ice Arena, the Municipal Outdoor Pool and/or the ten city parks. The Recreation Operations Interns(s) are required to utilize general office equipment (copiers, computers, etc.) May be required to learn/operate facility specific equipment (fitness, natatorium, maintenance tools, etc.) The Intern will spend approximately 50% of his/her time in an office setting and the other 50% in the facility/field he/she is focusing on (fitness floor, outdoor field, natatorium, ice rink, etc.).

Duties:

- 1. Facility Management** **75%**
 - Assist in overseeing current recreation facilities.
 - Develop usage reports, participation information, etc. as required.
 - Assess member satisfaction within recreation facilities.
 - Make recommendations on facility space usage.
- 2. Marketing** **10%**
 - Assist in recruiting/increasing new members.
 - Assist in recommending social/print media concepts.
- 3. Office Management** **15%**
 - Assist in general office management.
 - Assist in special projects related to other areas of the recreation department.

Minimum Qualifications:

- This position is designed for degree seeking college students.
- Strong background, interest and/or experience in recreational/sports facilities/operations.
- Certifications: CPR/AED and First Aid certification (preferred.)

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. **Submit completed application, cover letter and resume**, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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