

CITY OF CHELAN JOB DESCRIPTION

TITLE: **INTERNS/RECREATION LEADERS**

DEPARTMENT: Recreation

REPORTS TO: Recreation Director

SUPERVISES: None

ADOPTED/REVISED DATE: 2/8/01 SALARY GRADE: PTS
Entry - 8, Journey - 12

POSITION PURPOSE/SUMMARY

This employee may participate in internships and recreation leader activities.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Assists with developing and conducting arts and crafts projects, games, stories, songs, special events and other recreational activities
- Assists with record keeping, administrative duties and general program leadership
- Plans, organizes and supervises summer youth day camp programs, staff and participants
- Plans, promotes, schedules, budgets for and evaluates programs
- Collects data and prepares reports
- Performs other related duties as needed

WORKING CONDITIONS

Work is primarily performed in office and outside environments. Employee may be subject to some lifting requirements and exposure to bloodborne pathogens.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge or ability to develop skills in teaching, accounting, first aid and office procedures and practices
- Ability to communicate effectively, both orally and in writing
- Ability to establish effective working relationships with co-workers and the public

QUALIFICATIONS REQUIRED

First Aid training

Valid Washington State Drivers License with driving record free from serious or frequent violation

2/8/01

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.