



245 East Bonita Avenue
San Dimas, CA 91773-3002

RECREATION INTERN

Job Description

Under general supervision, performs a variety of entry-level tasks in the area of Parks and Recreation Administration. The Parks and Recreation Intern will work closely with the Director of Parks and Recreation and/or Division Managers.

Representative Duties

- Assists with programs and projects related to general municipal recreation.
- Researches, organizes and analyzes data related to fees, policies, ordinances, programs, revenue, expenditures, etc.
- Assists the Director and/or Division Managers in prioritizing projects and programs as they relate to Parks and Recreation.
- Prepares briefings, surveys, compiles data, produces reports, liaises within the divisions of the Department, and tracks projects.
- Reviews Department policies and procedures; recommends changes as needed.
- Prepares written reports, grant applications, correspondence, Resolutions and Proclamations.
- Monitors and analyzes State and Federal legislation.
- Attends meetings, workshops, divisional and departmental staff meetings.
- Attends and assists citizen commissions and committees.
- Answers phones and assists with customers as needed.
- Performs related duties as required.
- Responds to emergencies as required.

Qualifications

Knowledge of:

- General principles and practices of public organization and administration.
- General functions, operations, and objectives of municipal government.

Ability to:

- Prepare a variety of statistical, administrative or operational reports and summaries.
- Establish, maintain, and promote cooperative relationships with City staff and members of the general community.
- Communicate clearly and effectively both orally and in writing.
- Proficient with various Windows Operating Systems, and Microsoft Office software such as Word, Excel, PowerPoint, and Publisher.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: This is an entry-level position. No previous experience is required; however, computer experience is requisite.

Education: Graduation from high school or equivalent and college course works in public administration or a closely related field at an accredited college or university.