

Job Description: Internship (unpaid)

An internship with the City of Seguin Parks and Recreation Department is a phenomenal opportunity for a student to grow both professionally and personally. The intern will participate in many administrative duties within the Parks and Recreation Department including but not limited to customer service, marketing, special events, sports camps/leagues, and youth programs.

SUMMARY OF POSITION:

The Internship candidate is responsible for carrying out specific tasks and projects coordinated by the Recreation Superintendent and Athletics/Aquatics Superintendent. This position will assist with the sports leagues, youth camp, aquatics, and administrative support. The intern will work closely with all staff to gain experience by attending meetings and carrying out specific tasks in preparation for reservations, events, and programs.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Recreation Superintendent and Athletics/Aquatics Superintendent.
- Other: Works with the Administrative Assistant and Recreation Assistant.

ESSENTIAL DUTIES

- Assist and perform assigned tasks for each division within the Parks and Recreation Department.
- As needed, attend and take notes for meetings.
- As needed, offer program support which could include covering job responsibilities of part-time seasonal positions such as Lifeguard, Cashier, Instructor or Camp Guide.
- Assist with hiring, scheduling, and training part-time seasonal employees.
- Light cleaning and organizing.
- Answering the office phone, directing calls, answering inquiries, taking and delivering messages.
- Assist with planning and organizing special events.
- Research potential grant opportunities.
- Maintain and organize physical and digital files including proofreading, tracking usage, maintaining logs, filing, copying, and scanning using office copiers and equipment.

OTHER IMPORTANT DUTIES

- Any additional tasks and/or duties as deemed necessary by the Recreation Superintendent and/or Athletics/Aquatics Superintendent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of: business English, spelling, punctuation, arithmetic, office practices, equipment, and materials.

Ability to: communicate effectively both orally and in writing; use a personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages; type at a speed of at least 50 words per minute; operate other standard office equipment; and establish and maintain effective working relationships with other city employees and the general public and to interact tactfully with citizens in stressful situations.

May be required to: take shorthand or speed writing at a speed sufficient to record and transcribe letters and minutes of meetings.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, and one year of higher education vocational training/experience.

CERTIFICATES AND LICENSES REQUIRED:

- State of Texas Class C Driver's License.
- Bilingual and able to read, write and speak Spanish proficiently.
- Knowledge of social media and website management (preferred).
- First Aid and Safety/Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) (within 60 days of internship).