

Warrington Township

WARRINGTON TOWNSHIP JOB DESCRIPTION

JOB TITLE:	Park and Recreation Internship	DEPT:	Parks & Recreation
REPORTS TO:	Park and Recreation Director	FLSA STATUS:	Hourly
BARGAINING UNIT:	Non-Exempt	CLASSIFICATION:	Seasonal, Full Time
DATE PREPARED:	January 27, 2023	DATE APPROVED:	

Summary

Warrington Township runs several recreational programs and facilities as part of the Township’s desire to provide a full-service Township to its residents. We have a Park and Recreation Department, which includes Warrington’s Mary Barness Community Pool. The Park and Recreation Department also run special events throughout the year such as an Easter Egg Hunt, Farmers Market, Earth Day Activities, Warrington Day and more.

Employment Information

- The internship will be for 12 weeks (could be extended)
- 35 - 40 hours per week
- Hours will include some evening and weekend hours
- Rate of pay - \$15.00 per hour.
- Not eligible for Township benefits except those that are required by law.

***Intern must physically have in hand their Child Abuse Clearance, FBI Fingerprint and Mandated Reporting Certification in order to work.**

Supervisory Responsibilities

Works under the general supervision of the Director of Parks and Recreation.

Essential Functions and Responsibilities

- Assist the Park and Recreation Director with the different parks and recreational activities.
- Help create fun special events for Warrington’s Mary Barness Community Pool. Last year’s events included Family Fun night, Movie Nights, Floatin’ Fridays, Father’s Day Bar-b-que, Home Run Derby, and more.
- Assist in running special events

- General office assistance (filing, scanning, copying)
- Scheduling and organizing Farmers market Vendors to avoid replication.
- Assist the Warrington Community Day Committees with vendors and sponsors.
- Assist in the operation of the Mary Barness Community Pool by:
 - Providing support to the pool managers
 - Providing support to the office gate attendants
 - Purchasing supplies for special events
 - Establishing a rapport with Mary Barness Community Pool members, gain feedback and solve problems
 - Contact local businesses to promote the Mary Barness Community Pool for corporate parties
- Social Media:
 - Create Updates to the Parks & Recreation and Farmers Market Facebook pages
 - Create flyers, e-mail blasts, advertise and provide information on Township Website to promote the Township's events.
 - Assist Township staff with "New Resident Packets"
 - Assist Parks & Recreation Coordinator with mailings, flyers, labels, etc.
 - Other duties as assigned
- Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Intern must possess good writing skills, be creative, outgoing, friendly and courteous.
- Intern should be able to be active and lift at least 25 pounds

Non-Essential Functions

- Perform other duties as assigned.

Qualifications

- High school Diploma or equivalent required.
- Obtained a degree or is currently studying from an accredited college or university in "Parks and Recreation," "Public Administration," "Recreation Management," "Sports Management," "Tourism," "Leisure Studies," "Hospitality" or related field of study.
- Individual must be authorized to work in the United States
- Valid driver's license
- Must be at least 18 years of age.
- Intern must have a criminal history check, a Pennsylvania Child Abuse History Clearance, FBI Fingerprint and complete a free online mandated reported training prior to working.

Knowledge, Skills and Abilities

- Ability to speak, read and write fluent English.
- Ability to follow and understand oral and written instructions.
- Ability to maintain a good working relationship with co-workers and the general public.

- Ability to work within established guidelines.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Produce desired work outcomes including quality and timeliness.
- Consistently displays a positive behavior with regard to work, willingly accepts constructive criticism and be respectful of others.

Physical Requirements and Environmental Conditions

- Ability to work regular scheduled hours and have flexibility with hours during the day, night, weekends and holidays.
- Must have the ability to perform outside work in varying and extreme weather conditions.
- May be required to lift heavy objects and materials in excess of 10 pounds.
- Position is frequently required to sit, talk, walk, use hands and fingers, to feel and occasionally reach with hands and arms. Occasionally required to balance, stoop, kneel, crouch, taste and smell.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Warrington Township provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.