



Town of Atkinson -19 Academy Avenue, Atkinson, NH 03811

www.town-atkinsonnh.com

Recreation Department – 4 Main Street Atkinson NH 03811

603 362 1098

commrec@atkinson-nh.gov

Job Description

JOB TITLE: Recreation Internship

STATUS: Part Time

REPORTING RELATIONSHIP: Works under the general direction and supervision of the Recreation Director and Recreation Commission. Will work some with Elder Services staff.

JOB SUMMARY: Assists and participates in a variety of organized activities, special events and recreational programs for youth to seniors, while gaining a well-rounded municipal recreation experience through issued responsibilities. Will also assist in the maintenance and daily operations of the Town's recreational parks and facilities. May be responsible for the supervision of children during certain activities. May be required to work nights, weekends, and holidays. This is a paid internship position.

JOB ENVIRONMENT: This internship is an anticipated 50% split of work completed between an office and field setting. Office and administrative duties will include, but are not limited to marketing, preparation and evaluation of various on-going programs and special events. Field work will include, but not limited to, administration of a particular program or event. Position frequently determines own practices and procedures in varied work situations and is expected to use independent judgment when appropriate. May be exposed to varying weather conditions. The noise level in the work environment is usually moderately loud when in the field.

ESSENTIAL POSITION REQUIREMENTS

1. Complete required number of internship work hours as designated by the college. Hours worked will include evenings and weekends.
2. Assist with set up and break down of recreational activities.
3. Assist program leaders in implementing various special events and/or activities as assigned.
4. Assist in participant supervision during group recreational activities.
5. Assist in the training, supervision and evaluation of seasonal staff.
6. Participate fully in planning and implementation of recreational activities.
7. Participate in all staff meetings and training events.
8. Participate in goal setting and self-evaluation.
9. Assist in upkeep and maintenance recreation facilities and equipment.
10. Assist with the development and distribution of programs and departmental public relations and promotional materials.

11. Assist in the development and management of social media platforms.
12. Independently plan, promote, and facilitate recreation programs.
13. Must be able to take direction and implement instructions independently.
14. Must be able to move freely around large areas.

QUALIFICATIONS:

1. Individual must be enrolled in an accredited college or university and be currently working towards a degree in recreation administration, recreation management, sports management, physical education, exercise science, or similar related field.
2. Ability to communicate effectively, both orally and in writing, and able to deal with conflict resolution and customer service.
3. Ability to obtain a current First Aid/ CPR/ AED certification.
4. Must have a valid driver's license.
5. Must have a clear record in criminal background checks and driving records.

PHYSICAL REQUIREMENTS:

1. Individual must be capable of operating miscellaneous office and other equipment relative to this position which shall include but not limited to: personal computer, copy machine, motor vehicles, recreation equipment, communication equipment and related items.
2. Physical ability to work around small children including sitting, standing, running and climbing stairs.
3. Must be able to respond quickly to certain sounds and visual situations.
4. Ability to lift 30 pounds.
5. Must be able to stand for lengthy periods of time.

DATES OF SERVICE

Prefer Summer semester May-August

BENEFIT: \$18 per hour

DEADLINE FOR APPLICATION: April 21st

DOCUMENTATION TO BE PROVIDED BY APPLICANT:

1. Completed official application form provided by Town of Atkinson
2. Copy of applicants resume.
3. Names, address, and telephone number of three (3) references.