

## **TOWN OF ROCKY HILL JOB POSTING**

(This is an advertisement. Please see pages 2 through 3 below for a detailed job description.)

### **DEPARTMENT OF PARKS & RECREATION SUMMER INTERN**

The Town of Rocky Hill is seeking qualified applicants for the position of Summer Intern of the Department of Parks & Recreation. Applicants must be available May through August full-time. Ideal candidates must be college level students or a recent graduate pursuing a career in Parks & Recreation or closely related field, possess motivation and leadership qualities, and be able to carry out the mission statement of the Parks and Recreation Department.

Requirements of this position include but are not limited to:

1. Must be age 18 or older;
2. Shall possess a valid drivers license.
3. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
4. Shall be certified as mentally competent by a physician;
5. Shall not use improperly any narcotic or controlled substance;
6. Must be certified in or able to obtain American Red Cross CPR, First Aid certifications.
7. Shall cooperate in a responsible, professional manner with staff, customers and program participants; and
8. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.
9. Shall possess experience with Microsoft; Word, Excel, PowerPoint, Publisher and Outlook.

This position is a part-time seasonal position. The salary begins at \$10.10 an hour and will commensurate with experience. Anticipated work schedule is 8:30 a.m. – 4:30 p.m. with the possibility of additional hours based on business needs.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications and discusses proven experience working with the adolescents; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted directly to the Parks & Recreation Office (761 Old Main Street, Rocky Hill, CT 06067). Applications will be accepted until 4:30 p.m. on Wednesday, April 26, 2017.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/ AA Employer and complies with the ADA.

**Town of Rocky Hill  
Job Description**

**POSITION:** SUMMER INTERN  
**DEPARTMENT:** PARKS AND RECREATION  
**REPORTS TO:** RECREATION SUPERVISOR  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** NONE

**Summary of Responsibility:**

Under the direction of the Recreation Supervisor, the Summer Intern is to achieve the goals and objectives of the Parks & Recreation Department. This position will give successful candidate experience and exposure to special events, recreational programming, aquatics, park management, customer service and marketing/ promotions.

**Essential Functions:**

1. Assists office staff with phone calls, registrations utilizing MyRec software, and general customer service tasks.
2. Gains experience with Director of Parks & Recreation on overall department supervision and tasks.
3. Works with Recreation Supervisor on but not limited to; Securing sponsorships, Working with vendors, Summerscape Day Camp, Summerscape Teen Adventure Camp, Summer Concert Series, Summer Movie Series, Summer Knights, Challenger Soccer Camp, Youth Fall Soccer and Fallfest.
4. Coordinate and Supervise Summer Movie Series on Friday evenings.
5. Works with Aquatics/ Recreation Supervisor on but not limited to Aquatics Programs, and Dog Park.
6. Gains experience working with Parks & Custodial divisions.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**Qualifications and Competencies:**

1. Must be age 18 or older;
2. Shall possess a valid drivers license.
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7. Shall cooperate in a responsible, professional manner with staff, customers and program participants; and
8. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.

9. Shall possess experience with Microsoft; Word, Excel, PowerPoint, Publisher and Outlook.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.