



Community Program Intern Volunteer Position Description

LOCATION: Conestoga Recreation & Aquatic Center or Garden Home Recreation Center

REPORTS TO: Program Coordinator or Center Supervisor

AGE REQUIREMENTS: Must be 18 years or older

TIME COMMITMENT: A minimum of 200 hours over three months; flexible schedules are available

POSITION SUMMARY: Join staff at THPRD to gain valuable experience in recreational programming. This position assists with developing and providing engaging activities, preparing materials and supervising program participants, ages 2 – adult. Within the duties summarized below, this position must complete a project that aligns with professional development goals that have been approved by their supervisor.

BENEFITS:

- Opportunities to build your resume, while impacting the lives of local youth and adults through positive service, fun activities and educational opportunities.
- Opportunities to learn about the park district, opportunities for paid positions, programming and events.
- Opportunities to work with seasoned staff, who have years of experience managing recreational programs.
- Obtain experience interacting with park patrons of all interest levels, backgrounds, ethnicities, ages and education levels, as a representative of the park district.
- May receive First Aid, CPR and AED training.

SUMMARY OF DUTIES (includes, but not limited to, the following):

- Assist staff with the development and delivery of outreach materials and recreational activities.
- Assist staff with the supervision of program participants.
- Build and maintain community partnerships to promote and provide recreational programs.
- Assist staff with the setup and cleanup of program activities, supervision of up to 16 children and check-in/out procedures.
- Keep staff informed of unusual situations, safety concerns, injuries and other issues that may arise.
- Promote positive use of district facilities and prevent damaging behavior, when appropriate.

- Record volunteer hours through a THPRD online volunteer account or in the Volunteer Hourly Log Book, if one is kept onsite.
- Other related duties as assigned.

QUALIFICATIONS:

- Must have some experience working with the public.
- Knowledge of or a willingness to learn recreational programming and community engagement techniques.
- CPR, First Aid and Epinephrine certification preferred, but not required.
- Must possess good communication skills and be a team player.

EXPECTATIONS:

- Attend all required trainings and meetings.
- A willingness to learn about the park district and park regulations.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as a volunteer he/she is a representative of the park district and should act in a manner that promotes the park district in a positive manner.
- Each volunteer is expected to be timely and available to attend scheduled shifts. If a volunteer is unable to attend their scheduled shift, they need to contact their staff supervisor directly.
- Each volunteer will receive ongoing feedback from their supervisor on how to improve their techniques. A formal evaluation may take place at the end of the volunteer commitment.

BACKGROUND CHECK: A background check is required for this position.

I.D. BADGE: A photo I.D. badge will be provided for this position.

WORKING CONDITIONS: Duties may be performed in combination of indoor and outdoor settings. The flow of work and nature of duties involve mental and visual attention for much or all of the time. Manual dexterity and coordination are required, making up more than 50% of the work period. Position is typically exposed to noise, fluorescent lights, heat, humidity, sunlight, wind, cold, wet and slippery surfaces. Position requires long periods of sitting, standing and walking; may also require repetitive foot, arm, shoulder, hand and back movements, crouching, bending, kneeling or reaching.

APPLICATION INFORMATION: If you are interested applying for this position, submit a completed volunteer application and note your interest in an internship at <https://www.volgistics.com/ex/portal.dll/ap?ap=1662149983>.