



Department of Parks and Recreation Job Description Mayor's Summer Internship Program

Position Purpose:

Performs responsible professional work for the Parks and Recreation Department to bring recreation and community opportunities to the City. This position will offer a variety of experience, including the planning and implementation of various programs, events, day camps, concerts, and administrative duties. Performs all other related work as required.

Essential Functions:

- Participates in all internship activities and events scheduled.
- Participates in programs and all major events.
- Participates in the upkeep of electronic files and drives.
- Assists with answering phones.
- Assists the public with questions regarding facilities, summer programs, and other recreation programs.
- Assists with communication and marketing for programs, events, and trainings.
- Works with staff members on scheduling events, creating brochures, and marketing recreational programs.
- Assists with promoting programs through various outlets include website, social media, newsletters, testimonials, and special events.
- Assists other departments within the Division when needed.
- Performs similar or related work as required, directed or as situation dictates.

Education Training and Experience:

- Current student enrolled in an undergraduate or graduate program in good academic standing or recent graduate.
- Have or be willing to obtain CPR/First Aid Certification
- Previous experience with Recreation Programs recommended but not required
- Experience working with children recommended but not required

Knowledge, Ability, and Skill:

Knowledge of:

- General knowledge of a variety of recreation programs including aquatics, sports, fitness, and arts and crafts.
- Correct English usage, grammar, spelling, and vocabulary.
- Computer applications, Microsoft applications, Canva.

- Basic research methods.
- Social media applications: Facebook, Twitter.

Ability to:

- Pass CORI/SORI check.
- Adapt quickly to changing priorities and deadlines.
- Work independently.
- Speak and write effectively.
- Establish and maintain effective working relationships with staff, and community.
- Learn and utilize Recreation Department software.
- Communicate through various means, such as oral, written, visual, etc.
- Prioritize tasks and manage multiple short and long-term projects at one time
- Instruct, lead and supervise individual and group activities.

Skills:

- Organizational and time management skills.
- Strong interpersonal, public relations and organization.

Physical Requirements:

Administrative work is performed in office conditions. Programs often take place outside and in the community. Some programs are conducted in buildings shared with the School Department. The employee may be exposed to adverse seasonal weather conditions. The workload varies and is subject to seasonal changes and requires planning. The employee works occasional weekends and evenings.

Supervision:

Supervision Scope: Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the direction of the Director of Parks and Recreation and Cultural Affairs.

Supervision Given: None

Job Environment:

- Some work is performed in an office setting, while other work is outdoors in the community.
- May be exposed to adverse seasonal weather conditions.
- Operates an automobile, computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with the community including residents, business owners, public, community organizations, local agencies.
- The employee has access to some confidential information.
- Errors in judgment could result in delay or loss of service, or adverse public relations.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that

help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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