



## THE RANCH

### RECREATION INTERN DESCRIPTION

#### **OVERVIEW**

Recreation Interns will start out shadowing, training and assisting in a variety of ways in each of our areas (tots, after school youth, camps, adults, and facilities). This allows interns to get a feel of what goes on in a small recreation organization.

Once the intern's skill set and interests, coupled with the agency's needs, are determined, interns will spend a majority of their time each week working within the various areas listed below.

#### **DIRECTION RECEIVED**

The work is performed under the direction of the Youth Recreation Supervisors and the Director.

#### **INTERNS WILL BE TRAINED IN AND SHADOWED IN THE FOLLOWING AREAS:**

##### **YOUTH PROGRAMS (Recreation Leader Level)**

- Organize, lead and teach after-school programs and classes. Develop age appropriate program or class curriculum and maintain a calendar/schedule of activities.
- Observe necessary precautions to ensure the safety of program participants and maintain a clean, professional looking environment.
- Organize order and purchase necessary supplies for programs/activities.
- Supervise and monitor the behavior of program participants.
- Participate in promoting assigned recreation programs through distribution of flyers, posters and brochures and attending publicity events.
- Maintain program records and reports.
- Communicate effectively with parents concerning recreation activities/programs, schedule changes, participant's behavior and needs, upcoming programs, etc.
- Monitors program performance and recommends modifications to procedures and curriculum as needed.
- Assist in lunch time programs at Del Mar school.
- Assist with teen programs including, but not limited to, TeenWorks, Friday Night Hangout and Cotillion.
- Negotiate and manage Independent Contracts; prepare contract documents; ensure contracts are carried out in accordance with the contract agreements and calculate contract payments.
- Other duties as assigned to achieve the goals and objectives of the agency's strategic plan.

##### **YOUTH PROGRAMS (Coordinator Level)**

- Plan, organize, conduct and manage recreation and education classes, programs and special events.
- Coordinate and communicate daily with childcare center, school personnel, town/city personnel and recreation administrators.
- Market and promote programs as assigned.
- Maintain accurate and detailed program records and files.
- Determine equipment and supply requirements for program activities; obtain and stock supplies as required.

- Be visible and available to answer questions relating to the recreation programs and communicate effectively to resolve problems, conflicts and complaints.
- Assist with program registration, office administration and customer service; manage the phones and office as assigned.
- Other duties as assigned to achieve the goals and objectives of the agency's strategic plan.

**DAY CAMPS – (Coordinator Level)**

- Attends and participates in the training of camp counselors.
- Develops effective written program plans, including games, crafts, special events and field trips for Camp Programs.
- Assure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff.
- Maintain budget for assigned camp.
- Participate in promoting camp through distribution of flyers, posters and brochures and attending camp fairs.
- Other duties may be assigned as required.

**ADULT PROGRAMS (Coordinator Level)**

- Negotiate and manage Independent Contracts; prepare contract documents; ensure contracts are carried out in accordance with the contract agreements and calculate contract payments.
- Market the adult recreation programs and facilities. Develop class descriptions and coordinate class times, locations, and fees of all classes for inclusion in the Recreation Guide. Design flyers, schedule newspaper ads, update website and make presentations.
- Provide office support as deemed necessary by assisting with registration, answering phones and performing other duties of the Office Administrator in his/her absence.
- Manage classes in progress; cancel or postpone classes as required, process refunds, post notifications, communicate changes.
- Other duties as assigned to achieve the goals and objectives of the agency's strategic plan.

**FACILITIES (Coordinator Level)**

- Meet with staff to identify and resolve problems, delegate program responsibilities; review and evaluate work methods and procedures.
- Schedule the use of City and Town facilities; and work in cooperation with the personnel of City of Belvedere and Town of Tiburon to implement the schedules and maintain positive relations.
- Maintain daily activity schedules and room use calendar for classes and events scheduled.
- Other duties as assigned to achieve the goals and objectives of the agency's strategic plan.

**SPECIAL EVENTS (Coordinator Level)**

- Coordinate and/or participate on work teams to facilitate special events.
- Maintain budgets for special events
- Help raise funds for special events

**HOURS**

Based on internship needs – 40 hours a week

Monday through Fridays, with the occasional evening and weekend event.

**COMPENSATION**

**Salary:** \$10 per hour

**Benefits:** None