

City of Spokane Valley Employment Opportunity

POSITION: TEMPORARY RECREATION INTERNSHIP

ABOUT THE CITY: Spokane Valley is a city with a current population of over 90,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic person to serve our City as a part-time **Recreation Intern** for the Parks and Recreation Department. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers. An internship with the Spokane Valley Parks and Recreation Department is designed to provide quality training and practical experience for individuals in a wide variety of recreation program areas and to introduce interns to the operational procedures of a Parks and Recreation Department.

SELECTED EXAMPLES OF DUTIES: This is temporary/seasonal position as a part-time **Recreation Intern** reporting to the Recreation Coordinator. The Recreation Intern duties include organizing, coordinating, supervising and assisting in a variety of Spokane Valley Parks and Recreation programs including but not limited to: Summer Day Camp, including the coordination of an end of Summer Camp Event with Liberty Lake Parks and Recreation, Free Park Programs, Aquatics, Summer Meal Program, Summer Outdoor Movies and the Counselor in Training Program. Assist with CenterPlace duties; hosting some evening events, working on Fall Recreation Guide and programs, initial coordination of the Valley Mission Haunted Pool, answering phones, taking course registrations and assisting Recreation staff with other duties. May work split shifts, weekends, evenings and/or holidays. Other duties include assisting in program planning, implementation and evaluation; assist with design and distribution of promotional pieces such as flyers, brochures, signs and posters; provide a safe environment for program participants and have the ability to respond quickly to any emergencies; attend meetings with staff; and provide a high level of customer service for patrons and staff.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Must be enrolled in college/university with sophomore standing or above and receive course credits for an internship position as part of graduation requirements. Knowledge of recreation and/or physical education is highly desired. Have current First Aid and CPR certifications or the ability to obtain them prior to starting work. **Necessary Knowledge, Skills and Abilities:** This position works indoors and outdoors with a wide variety of age groups from preschool through senior citizens in a variety of recreational activities. Must be able to physically play and demonstrate games, work with arts and crafts materials, work outdoors for extended periods of time in varying weather conditions, lift 20-50 lbs., and able to respond and react to an emergency in an effective manner. Must have ability to work effectively as a member of a team and effectively communicate with staff and the public. Must show the ability to work cooperatively with other staff and be able to express ideas clearly, both verbally and in writing.

SPECIAL REQUIREMENTS: Must possess a valid State driver's license. Successful completion of a background check, including a criminal check, is a requirement of employment at Spokane Valley.

SALARY: Salary will be \$9.50 an hour and work approximately 30-40 hours a week for 7-11 weeks during the summer. This is an at-will, non-represented, FLSA non-exempt, temporary position.

APPLICATION DEADLINE: March 21, 2012 at 4:00 pm., position open until filled.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our [Online Application System](#).

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

PLEASE POST

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