



**Upper Dublin Township Parks and Recreation
Internship Job Description and Duties**

JOB TITLE: Parks & Recreation Intern

LOCATION: Upper Dublin Township Building
801 Loch Alsh Avenue Fort Washington, PA 19034

COMPENSATION: Approximately \$450 to \$525 per week

LOGISTICAL OVERVIEWS: Upper Dublin Township is located approximately 25 miles northwest of Philadelphia and is home to approximately 25,000+ residents. Parks & Recreation is one of seven major categories of municipal services provided to this upper-middle class community. Upper Dublin Township is easily accessible from Route 309, the PA Turnpike and Limekiln Pike (Route 152).

Upper Dublin Township has one of the largest park systems in Montgomery County. The Upper Dublin Park System contains more than 600+ acres in 44 distinct sites ranging from recreation nodes and neighborhood parks to a 51-acre community park, 100-acre former golf course transitioning to a naturalized park, an athletic complex, two artificial turf multi-sport fields, a 38-acre environmental studies center, an outdoor municipal pool, an 8-acre fishing reservoir, walking/exercise trails, playgrounds, tennis courts, pickleball courts, basketball courts, sand volleyball courts, soccer/baseball/softball fields, picnic areas and facilities available for rental.

Upper Dublin Parks & Recreation (UDP&R) offers year-round programming in the following areas: pre-school, school age children and youth, teen adults, older active adults. Those programs cover areas including general interest, environmental education, theatre and performing arts, special events, trips and tours, self-improvement, certification and sports instruction.

INTERN FUNCTION: To assist the UDP&R department staff in planning, organizing, promoting, supervising, running and evaluating recreation programs and special events that:

- 1) further the department's mission;
- 2) satisfy the recreational needs of Upper Dublin residents;
- 3) fit within the department's budgetary parameters;
- 4) adhere to departmental policies and procedures

SUPERVISION: Interns will receive immediate supervision from the Director of Parks & Recreation. Throughout the internship, you could be supervised other full-time or part-time department staff.

INTERNSHIP GENERAL TASKS:

- 1) Assist all members of the Recreation staff in planning, organizing and offering a broad range of activities, which vary seasonally. In addition to youth and adult programs, the intern will be asked to assist during seasonal activities and special events including:

Winter/Spring: Father/Daughter Dance, Fire & Ice Fest, Bunny Hop, Mother/Son Game Night, NYC Day Trip, Washington D.C. Day Trip, Upper Dublin Triathlon, Boogie Bash Kids Concert

Spring/Summer: Summer Day Camps, Specialty & Sports Camps, Youth Theatre Camps, Flea Market, Sunday Evening Concerts, NYC Day Trip, Parks Before Dark

Fall: NYC Day Trip, Boogie Bash Kids Concert, Various fall special events

- 2) Assist in the training, direction, supervision and evaluation of program staff and volunteers.
- 3) Assist in the preparation and distribution of promotional materials including community bulletins, newspaper advertisements, postcards, news releases, special flyers, etc.
- 4) Field questions regarding programs and assist with program registrations using DASH, an automated software program. Compile marketing and logistical information from our software for direct advertising opportunities.
- 5) Solicit community and business sponsorships and donations, as needed and as approved.
- 6) Demonstrate courteous customer service on the telephone and in person at the office front counter. Handle program registrations, facility reservations questions and/or sales of discount tickets & merchandise. Refer visitors to the appropriate staff as needed.
- 7) Attend department staff meetings, Pennsylvania Recreation and Parks Society (PRPS) meetings, any other community organizations meetings related to the delivery of recreational services in Upper Dublin Township.
- 8) Lead, organize and participate in trips, programs, special events and activities, as directed.
- 9) Gain exposure to the tasks required to maintain parks, fields, facilities and buildings as well as to support recreation services, through work with the Parks Division Staff.
- 10) Prepare written reports, evaluations, summaries and communications regarding programs and activities, as required.
- 11) Perform all other duties to enhance this internship experience as assigned by the UDP&R Director, Assistant Director, Parks Superintendent, Recreation Coordinator, Recreation & Field Specialist, Township Manager, other Department Heads and/or Board of Commissioners.

Duties may fall within the following general categories of operations:

Administration & Management

Planning
Budgeting
Community relations
Reporting
Coordination with other departments
Coordination with the school district
Coordination with youth sports groups

Recreation Programming

Program development, delivery, leadership, reporting
Special event management

Park Attendant scheduling/supervision

Community Pool Operations

Maintenance
Seasonal operation
Personnel supervision

Front desk operations

Parks Maintenance

Planning and scheduling
Maintenance procedures

Robbins Park Operations

Maintenance
Community Use

SiteWatch/Park Security Program

Scheduling and organization
Permitting procedures
Facility supervision

DESIRED EDUCATION AND EXPERIENCE:

Education: Attendance at an accredited institution of higher education with a major in the field of Parks & Recreation, Sport & Recreation Management, Community & Leisure Recreation; or similar.

Experience: Documented leadership roles with school-aged children; e.g. through scouting, coaching, program supervisor. Experience with and personal participation in a variety of recreational activities.

Other: Must hold a valid driver's license and have reliable transportation. Must have a current (no more than five year old) PA Criminal Records Check*, a PA Child Abuse History*, and FBI Fingerprint Check.

**will be handled on a case-by-case basis if student is not a PA resident*

MINIMUM SKILLS AND ABILITIES:

- Ability to understand, remember and follow oral and written instructions
- Ability to work well with other staff members
- Excellent customer service, oral and written communication skills
- Ability to physically lead, organize, participate, and train others in programs and activities
- Willingness to take initiative and show ambition in the parks and recreation field
- Working knowledge of Microsoft Office Suite
- American Red Cross CPR and First Aid certified is a plus, but not required

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Please note:

- ***UDP&R extends internship offers following an interview, review of the student's resume and review of the school's internship requirements.***
- ***UDP&R strives to provide the best internship experience possible. Success in this area depends on open and clear communication between the intern, Upper Dublin Township staff and college/university contacts.***
- ***Continued internship is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.***
- ***Interns must provide in writing any vacation, school or travel commitments (dates/duration) that coincide with internship dates.***