



**TOWN OF DANVILLE**  
**SUMMER INTERNSHIP**  
**JOB DESCRIPTION**  
 UPDATED DECEMBER 2020

<b>JOB TITLE:</b>	Summer Internship
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Assistant Director and/or Director
<b>SALARY:</b>	\$8.00 per hour
<b>TYPE OF POSITION:</b>	Contracted Employee
<b>HOURS:</b>	40 hours per week for 12-14 weeks. Evenings, weekends, and holidays as needed.
<b>OVERTIME:</b>	No

### SUMMARY

This Internship Program offers a 12-14 week educational work experience beneficial to students interested in employment in a park and recreation setting. The primary responsibility of the intern is to assist the park staff in providing quality experiences for park visitors and program participants.

### DUTIES AND RESPONSIBILITIES

#### **Works as support staff for divisions and services of the Danville Parks and Recreation Department:**

- Successfully complete a special project of value to the student and the department.
- Perform requirements and duties as required by intern's college or university as needed for credit.
- Communicate with staff at all times.
- Attend all park department meetings and Park Board meetings as assigned
- Know, enforce, and adhere to the safety regulations and rules; maintain order at all times; be strict, but courteous.
- Always be in proper uniform while on duty
- Attend in-service training meetings or practices and special meetings at the request of supervisors.
- Assist in Gill Family Aquatic Center operations
- Assist park staff with planning, implementing, and maintaining park recreation programs.
- Assist in supervising volunteers during programs/special events as needed.
- Assist in Danville Athletic Club operations
- Assist in cleaning as required
- Assist with summer camp
- Performs other duties as assigned by the Assistant Director and/or Director

## QUALIFICATIONS

- Good Standing with university.
- Must have completed sophomore year and be enrolled in parks or related classes.
- Current certification in CPR and First-Aid required
- Previous experience working with children, programming, or aquatics.
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable, and responsible
- Be in good physical condition
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the public
- Candidates must have a valid driver's license and reliable transportation to and from work.
- Candidates also must pass a background check before start date.

## WORK ENVIRONMENT

**Required Physical Activities:** Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, grasping.

**Physical Characteristics of Work:** Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

**Vision Requirements:** The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and scan area for hazardous situations.

**Environmental Conditions:** Work is performed in a typical in an outside environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour. May be subject to stressful situations if a life-threatening incident occurs.

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Internship Outline

<b>WEEK 1</b> <ul style="list-style-type: none"> <li>-Orientation / Tour of facilities.</li> <li>-Learn operational functions.</li> <li>-Special project selection and overview.</li> <li>-Review Department Policies &amp; Procedures</li> </ul>	<b>WEEK 8</b> <ul style="list-style-type: none"> <li>- Special Events: Entertainment Series/Outdoor Movies &amp; Concerts</li> </ul>
<b>WEEK 2</b> <ul style="list-style-type: none"> <li>-Aquatic Facility Preparation</li> <li>-Marketing</li> </ul>	<b>WEEK 9</b> <ul style="list-style-type: none"> <li>-Recreational Programming</li> </ul>
<b>WEEK 3</b> <ul style="list-style-type: none"> <li>-Summer Camp</li> <li>-Danville Athletic Club Operations</li> </ul>	<b>WEEK 10</b> <ul style="list-style-type: none"> <li>-Recreational Programming</li> </ul>
<b>WEEK 4</b> <ul style="list-style-type: none"> <li>-Aquatic Operations</li> <li>-Summer Camp</li> </ul>	<b>WEEK 11</b> <ul style="list-style-type: none"> <li>-Human Resources &amp; Staffing</li> </ul>
<b>WEEK 5</b> <ul style="list-style-type: none"> <li>-Facilities</li> <li>-Summer Camp</li> <li>-Attend Park Board Meeting</li> </ul>	<b>WEEK 12</b> <ul style="list-style-type: none"> <li>-Job Shadow Assistant Director</li> </ul>
<b>WEEK 6</b> <ul style="list-style-type: none"> <li>-Network Building</li> <li>-Summer Camp</li> </ul>	<b>*WEEK 13</b> <ul style="list-style-type: none"> <li>- Park Board presentation on the Danville Parks Internship experience.</li> </ul>
<b>WEEK 7</b> <ul style="list-style-type: none"> <li>-Maintenance</li> <li>-Summer Camp</li> </ul>	<b>*WEEK 14</b> <ul style="list-style-type: none"> <li>-Job Shadow Director</li> </ul>

**Application Requirements:**

- Cover letter
- Resume
- Application (available at [www.danvilleindiana.org/parks](http://www.danvilleindiana.org/parks) under employment)

\*Please note, upon being selected, a background check and valid Driver's License will be required. Danville Parks & Recreation is an Equal Opportunity Employer.

**Please submit all required documents in one packet to:**

Will Lacey

Park Director

Danville Parks & Recreation Department

49 N. Wayne St.

Danville, IN 46122

[wlacey@danvilleindiana.org](mailto:wlacey@danvilleindiana.org)