**Job Summary**

The Recreation Intern assists the Recreation & Special Projects Officer with the delivery, promotion and development of all Recreation Services programs and services

**Duties and Responsibilities**

* Participate in as many facets of recreation as possible and gain insight into the recreation delivery system
* Assist with training of staff and or volunteers where needed
* Prepare reports for presentation as needed including compilation of survey information as directed in the work plan
* Assist with the planning and implementation of programs and specials events
* Assist with the supervision and evaluation of programs and special events and projects
* Assist with the research, development and advertising / promotion
* Liaise with Raven Haven staff and support them as needed
* Prepare promotional / educational materials to promote recreation in the County
* Participate in training sessions
* Prepare materials to be distributed and displayed at local events
* Liaise with business to assist with program planning
* Book facilities and equipment as required to complete and implement programs and special events
* Carry out office procedures (i.e., filing, photocopying, faxing)
* Take registrations, answer general inquiries and deal with customers
* Prepare a final program evaluation report upon completion of the contract and bi weekly reports of activities
* Provide assistance in the development and maintenance of parks leading up to programs, special events and openings
* Attend safety educational courses as required by the Municipality
* Other such reasonably related duties as may be assigned by the Recreation & Programs Officer or the Manager of Recreation

**Qualifications**

***Characteristics***

* Maintain a positive rapport with the community and staff
* Maintain a consistently high standard of security by ensuring all keys, monies and documents are secured in an appropriate manner as per training
* Provide prompt and courteous service
* Wear appropriate clothing and use appropriate safety procedures and equipment
* Be able to work flexible hours
* Demonstrate good communication skills
* Have ability to work in a team or independently
* Be able to work well with youth and adults
* Demonstrate strong interpersonal skills and communications skills – both verbal and written
* Display leadership abilities
* Show creativity
* Must provide criminal record background and child abuse registry check

***Education and Training***

* Preference given to those working towards a certificate, diploma or degree in a Recreation or Physical Education field or an acceptable combination of education, training and experience will also be considered.
* Computer skills required such as Word, Excel, Publisher, Photoshop, Power Point and knowledge of social media
* WHMIS 2015
* First Aid & CPR

**Working conditions**

* Standard hours of work is Monday to Friday 8:30am to 4:30pm, however due to the nature of the operation and delivery of recreational services, availability to work weekends is required from time to time.
* This position may be physically and emotionally demanding and requires an individual who is able to multi-task on a daily basis. It may require lifting heavy objects and repetitive tasks.
* Have and maintain a valid Nova Scotia Class 5 driver’s license and use of a reliable vehicle
* Mileage for use of own vehicle is paid according to the municipal rate.

**Direct reports**

None

**Competencies**

**Values Diversity -**Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

**Communication -** Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

**Citizen Services -** Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one’s efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

**Achievement Motivation -** Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

**Work Safety -** Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County’s policies regarding managing unsatisfactory performance.

**Duty of Loyalty -** As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that’s contrary to the County’s interests. This includes refraining from public criticism of the County’s practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County’s policies regarding managing unsatisfactory performance.