

INTERNSHIP OPENING LAKEVIEW RECREATION CENTER **SUMMER INTERNSHIP**

POSITION: MAY – JULY 2020 / PAY RATE: \$10.00 PER HOUR

RESPONSIBILITIES

- Serve as Lakeview Recreation Center assistant manager, responsible for handling a large majority of administrative duties for the Lakeview Recreation Center Summer Camp.
- Work alongside camp supervisor ensuring that they have everything needed to run camp.
- Assist in the oversight of camp marketing, camp registration and day to day activities.
- Assist in the inventory and distribution and setup/tear-down of camp supplies and equipment.
- Assist in the recruiting and hiring of camp staff along with scheduling, supervising and evaluation of part time staff.
- Assist the camp supervisor and counselors in day to day procedures involving campers.
- Prepare records and reports including payroll, camp and league/event schedules, evaluations and marketing materials.
- Additional duties and experience can be gained from assisting in the planning, setup/tear-down and administration of events such as Youth and Adult Tennis Program and Adult Softball Leagues.
- Assist as needed in the management of the Glen Oak Tennis Courts and Mossville Soccer Complex.
- Performing all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma required; some college experience highly preferred.
- Knowledge of computers including Microsoft Office and experience in event planning and camp experience is preferred.
- Ability to work independently and maintain a flexible schedule.
- Display an understanding of the philosophy of recreation, sports programs or summer camp.
- Some knowledge of sports skills and methods required.
- Ability to work cooperatively with private organizations and special interest groups.
- A valid driver's license.

OTHER

- Some evenings and weekends may be required.
- We do not provide housing or living expenses for this internship.

