

# City of Independence

111 EAST MAPLE P.O. BOX 1019 \* INDEPENDENCE, MISSOURI 64051-0519 \* (816) 325-7000  
AN EQUAL OPPORTUNITY EMPLOYER

## **POSITION**

### **Recreation Intern (Sports, Aquatics & Inclusion)**

This is an unpaid internship within the Parks, Recreation, and Tourism Department, whose duties include providing assistance with assessment, planning, implementation and evaluation of adaptive sports and recreation activities for people of all ages and abilities. May include the following: Facilitating and/or instructing recreational activities (hockey, baseball, basketball, tennis, aquatic and more), and projects in general program or office administration.

### **Essential Job Functions:**

- Assist in assessing, planning, implementing, and evaluating Sports, Aquatics, and Inclusion recreation activities and events.
- Communicate instructions verbally to program participants, including but not limited to directives, technique, and feedback.
- Implement and supervise safety/risk management protocols in a caring and fun environment for participants, volunteers and staff.
- Assist with preparing site and equipment for activity and with proper clean up and storage at the end of each activity.
- Inform program coordinator and/or recreation supervisor of any program delivery issues or concerns, equipment concerns or equipment maintenance needs.
- Conduct and maintain lesson documentation as assigned, including participant assessments, lesson plans, progress notes, evaluations, and incident reports.
- Attend required program staff meetings and trainings.
- Pass required safety checks.
- Enforce program policies and procedures.
- Wear issued uniform and adhere to dress code.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, and volunteers.
- Creates flyers, brochures, catalogs, newsletters and electronic communications, including determining content, layout, materials and distribution methods
- Prepares activity, operating and survey satisfaction reports

**Minimum Qualifications:** Coursework from a college or university in Parks & Recreation Administration, Therapeutic Recreation, Sports Management, or a related field; and, currently enrolled in a college or university. Valid driver's license required.

Drug testing & Background check

To apply, send resume and transcript copy to Marissa Willis, Human Resources Generalist at [mwillis@indepmo.org](mailto:mwillis@indepmo.org). **Position Open Until Filled.**