



CITY OF GREENVILLE

Greenville Area Recreation & Community Center

900 E. Kent Road

Greenville, Michigan 48838

Tel: (616) 754-8887 / Fax: (616) 754-5885

Email: grec@greenvillemi.org / Website: www.greenvillemi.org/garcc

Youth Recreation Internship Job Description

Title: Youth Recreation Intern

Reports to: Assistant Director

Job Summary: The Youth Recreation Intern will plan and implement all aspects of summer youth day camps as well as assist with a variety of youth recreation programs.

Primary Responsibilities:

- ◆ Develop daily plans and instruct four weeks of summer youth day camps for children ages 6-12. Activities should include traditional and non-traditional sports, arts & crafts, science experiments, team building activities, snacks, etc.
- ◆ Instruct and/or supervise a variety of youth recreation programs.
- ◆ Assist with advertising and promotional efforts for summer youth recreation programs.
- ◆ Coordinate scheduling of facilities.
- ◆ Ensure proper safety precautions to provide a safe and supportive learning environment for all participants.
- ◆ Conduct facility and equipment inspections to ensure the safety and welfare of the participants.
- ◆ Enforce all safety and building rules as well as the Greenville Recreation Department's policies at all times.
- ◆ Effectively communicate with participants, parent/guardians, and the general public.
- ◆ Set up & clean up of equipment as required prior to, during and after programs.
- ◆ Direct & supervise assistant camp counselors, coaches, assistant coaches and volunteers.
- ◆ Assist with evaluation processes and make recommendations for future programs.
- ◆ Assume other related duties as assigned.

Minimum Job Requirements:

- ◆ Must be at least 18 years of age and obtained a high school diploma.
- ◆ Academic and work experience background in education and/or recreation preferred.
- ◆ Ability to work without close supervision.
- ◆ Ability to handle emergency situations (basic first aid) and sensitive and/or confidential information.
- ◆ Punctual, hardworking, enthusiasm for working with children, good organizational skills and trustworthy.
- ◆ Current certification in First Aid & CPR or willingness to obtain prior to starting date.
- ◆ Must pass a criminal background check.

Stipend: \$165.00/week - 15 weeks

Starting Date: Week of May 8, 2017 (*flexible*)

Application Procedure: Obtain the City of Greenville Employment Application at Greenville Area Recreation & Community Center office or from our website (listed below). Resumes and applications will be accepted until position is filled; priority given to applications received by March 30, 2017.

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