

**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 process 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/or work experience 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/week – 15 weeks

**Starting Date:** Week of May 7, 2018 (flexible)

**Application Procedure:** Obtain the City of Greenville Employment Application at Greenville Area Recreation & community Center office for from our website (listed below). Resumes and applications will be accepted until position is filled; priority given to application received by March 31, 2018.

**Greenville Area Recreation & Community Center**  
**900 E. Kent Rd., Greenville, MI 48838**

**Phone:** 616-754-9163/ **Fax:** 616-754-5885

**Website:** [www.greenvillemi.org/garcc](http://www.greenvillemi.org/garcc)