Recreation Intern – Job Description

Recruitment Title: Summer Recreation Intern (seasonal)  
Final Filing Date: Open Until Filled – Apply ASAP  
Location: Albany Community Center (1249, Marin Ave, Albany, CA 94706)

Position:  
The City of Albany Recreation and Community Services Department is recruiting for an intern who possesses the desire to explore a possible career in recreation. The Recreation Intern position will be entirely hands-on and will typically work between 10-15 hours per week. The shifts are usually during weekdays however occasional night and weekend shifts will be required. We are seeking a motivated individual that has a strong work ethic, enjoys being a part of a team yet can also be self-motivated and most importantly, has a good sense of humor.

Job Duties:  
Events  
• Assist with preparation of community events and manage day of logistics  
• Assist with event AV

Marketing/Social Media  
• Utilize local media to promote recreation programs  
• Engage community by maintaining social media presence  
• Distributing marketing materials throughout community  
• Creating a department e-newsletter  
• Develop and manage community partners

Graphic Design/Web  
• Create marketing materials such as flyers, posters, and web

Administrative  
• Administer and manage Albany Tool Pool  
• Perform various administrative tasks as needed  
• Interact with public in a professional and courteous manner

Abilities and Experience:  
- Must be in attendance at a high school, trade school, college or university. Academic background should be compatible to departmental assigned projects.  
- Ability to lift 40lbs  
- Can operate a computer with proficiency in the following software: Excel, Word, Outlook  
- Ability to work occasional nights and weekends  
- Listen, understand, retain, follow, and apply verbal and written instructions and directions; express self clearly and concisely in both verbal and written form  
- Some design experience is preferable (e.g. Adobe Suite)

How to Apply:  
1) Resume, cover letter, and supplemental questions must be e-mailed to ephalen@albanyca.org.  
2) Supplemental Questions: Applicants must submit a written response to the following questions in order to be considered for the position.  
   - Describe your experience in recreation.  
   - Describe one life achievement you are most proud of and what you learned from the experience.  
   - What are the most important characteristics you can bring to this position? Why are they important?  
   - What does it mean to be a ‘team’ player?