



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Parks and Trails Intern</b>
<b>DEPARTMENT:</b>	<b>Parks and Trails</b>
<b>SUPERVISOR:</b>	<b>Alex Hondl</b>
<b>STATUS:</b>	<b>Temporary/Non-Exempt/ Non-Union</b>

### PRIMARY OBJECTIVE OF POSITION

To provide a future professional, who is a college senior or graduate student studying a parks and recreation curriculum, a quality introductory experience into the administration and implementations of park facilities. Additionally, this position is expected to provide additional staff support for the Parks and Trails Division, and perform other duties or responsibilities as assigned by the Parks and Trails Supervisor.

### ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Provides general office support, including typing, filing, coping and other clerical duties for the Parks and Trails Division.
2. Assist in the preparation of reports and progress summaries.
3. Assist the Parks and Trails Supervisor in procurement of materials.
4. Assist the Parks and Trails Supervisor with day to day operations of the Parks and Trails Division.

### KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
2. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
3. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.

4. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
5. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
6. Ability to exhibit excellent interpersonal and human relationship skills.
7. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
8. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
9. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
10. The ability to work both independently and within a team.

#### **Additional Duties**

Performs other duties as assigned or apparent.

#### **REQUIRED QUALIFICATIONS**

1. A student completing a Bachelor or Master's degree in Parks and Recreation or a similar field of study.
2. Experience in using Microsoft Office Products including Word, Excel, and Outlook.
3. Possess a valid class D Minnesota Driver's License.

#### **DESIRED QUALIFICATIONS**

1. Prior experience working in a municipal park program or facilities.
2. Two or more years' experience working with the general public.

#### **PHYSICAL REQUIREMENTS**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, use hands to find, handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift up to 75 pounds and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts or in outside weather conditions. The noise level in the work environment may require hearing protection with the exception of the office area where the level is mildly noisy. The work environment is also subject to various odors. Ability to work at heights of up to twelve feet.

It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.

Revised 12/2017