



101 W. Third Street
Mezzanine Floor
Dayton, Ohio 45402
937-333-8400
www.daytonrecreationandyou.com

City of Dayton Department of Recreation and YOUth Services

Job Description: Recreation Program Intern

Job Area: Summer Camps
Supervised by: Recreation Facility Specialist and/or Recreation Leader II
Salary: \$9.00 per hour

JOB SUMMARY:

The City has several openings for energetic, creative, and skilled Recreation Program Interns assigned to the area of Summer Camps. Our Interns assist in the implementation of fun and safe activities including, but not limited to arts, crafts, games, swimming, music, field trips and more for various departmental day camps for children ages 3-12 years old.

WORK ENVIRONMENT:

GENERAL WORK SCHEDULE:

Interns will work primarily in the months of June, July, and/or August. There may be preparation and training in the month of May. Camps are held Monday-Friday from 7:30 am - 5:30 pm. Specialty camp times and dates may vary. Interns may also work on weekends for special events.

QUALIFICATIONS AND REQUIREMENTS:

1. Be enrolled in an accredited two, four year or graduate level curriculum. Recreation, Primary or Secondary Education, Leisure Services, Environmental Programs, Sports Management, Exercise Science or related studies preferred, but not required. Other majors welcomed to apply.
2. Must have completed at least one full year at a college and/or university.
3. Have a minimum cumulative Grade Point Average (GPA) of 2.5 and a minimum 2.75 GPA in field of study.
4. Be able to professionally organize, implement and assist in evaluating day camp programs.
5. Have a strong work ethic, be highly motivated, maintain a positive attitude, self-motivated, willing to take on new challenges and experiences, and be adaptable to the many changes in the recreation field.
6. Be able to demonstrate good customer service skills and genuinely enjoy working and interacting with people of all ages and diverse backgrounds.
7. Be certified in CPR/First Aid, or complete the City's certification process prior to appointment
8. Pass a background check.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Supervise 10-20 campers per week; Ages and activities vary by camp.
2. Assist in leading various activities each week.
3. Observe necessary precautions to ensure the safety of activity and program participants.
4. Communicate ideas, issues, and concerns effectively and timely to parents, general public, and other city colleagues.
5. Assist campers in and/or around pool areas, both indoors and outdoors.

TO APPLY:

Submit the following documents by May 1, 2015 to Stephan Marcellus, Recreation Program Coordinator at stephan.marcellus@daytonohio.gov or at the address above:

1. Resume and Cover Letter
2. Most recent school transcript and GPA
3. Driver's license or school picture ID

