



Macdonald-Headingley
R E C R E A T I O N D I S T R I C T

JOB DESCRIPTION
RECREATION ADMINISTRATION
INTERN

POSITION TYPE: Temporary Full Time Term – 35 hours per week
February 1 – April 30 (13 weeks with the possibility of extension).

REPORTS TO: Recreation Director

RATE OF PAY: \$18.00 per hour

DESCRIPTION

This temporary position has been created to support additional administrative demands related to the delivery of virtual recreation programs due to COVID-19. The Recreation Administration Intern is responsible for the day to day office administrative duties related to recreation programming, support to program operations and general office functions. This Intern position is ideal for individuals interested in pursuing a career in recreation and/or administration.

Role and Responsibilities

- Creating, reviewing, and developing efficient office administration procedures
- Serving as the primary receptionist (answering and directing incoming calls, assisting visitors, and replying to all web-based enquiries)
- Assisting with clerical/bookkeeping duties.
- Tracking and managing program equipment
- Providing administrative support for recreation programs and events
- Administrative tasks and duties as assigned to assist Recreation Director and Program Director
- Coordinating and supporting all technical requirements related to virtual programs for program participants and instructors.
- Accepting and processing program registrations.
- Receiving and responding to concerns and inquiries by disseminating information of both routine and confidential nature requiring discretionary judgement and knowledge of MHRD policies and procedures and activities or referring issues and concerns to appropriate senior staff for resolution and follow up.

Qualifications

The Recreation Administration Intern must demonstrate the following skills:

- Exceptional organizational skills and strong attention to detail.
- Very strong Interpersonal skills.
- Self-motivated, resourceful, and energetic.
- Verbal and written communication skills.
- Effective decision making and problem solving.
- Ability to prioritize, organize and multi-task to meet deadlines and program requirements.
- Proficient in Microsoft Office (Word, Excel and Outlook)
- Flexibility to adjust to dynamic work environment

Knowledge:

The Recreation Administration Intern must demonstrate the following skills:

- Office equipment and machines, including personal computers.
- Computer experience required with Windows and Microsoft Office products
- Awareness of the various communities within the Macdonald-Headingley Recreation District
- Knowledge of virtual meeting platforms would be an asset.

Ability:

The Recreation Administration Intern must demonstrate the following personal attributes:

- Ability to work with minimal supervision and in a team environment.
- Ability to maintain effective working relationships.
- Ability to provide excellent customer service to public, community organizations, volunteers, and municipal partners.
- Ability to edit, proofread and meet standards of quality for all internal and external communications.

Education and Experience

- Minimum high school education or equivalent.
- Post-secondary education in business administration or recreation management is preferred
- Experience and knowledge of municipal recreation services delivery would be beneficial

Working Conditions:

- Travel using a personal vehicle is a requirement for this position.
- General office hours are 8:30 am – 4:30 pm.

- Some requirement to work irregular hours to participate in off hour programs, meetings and events.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with general public/customers; works alone. Employee frequently stands; walks; reaches; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally drives motor vehicles; tastes or smells.

Employee must be able to occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision.