

# **JOB ANNOUNCEMENT**

## **City of Treasure Island, Florida**

**TITLE OF POSITION:** Recreation Management Intern  
**VACANCY DATE:** Summer/Fall Semester  
**STIPEND:** \$2,500  
**CLOSING DATE:** Open Until Filled

### **JOB DESCRIPTION**

#### **GENERAL DESCRIPTION:**

Interns work under the general supervision of the Assistant Recreation Director. Hours can be flexible to accommodate a class schedule. Work requires the exercise of initiative, independent judgment, and general skills in public administrative functions. Work involves high level analytical skill, organization and communication.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Master Park Plan: Assist with planning and coordinating the drafting of the City's first Master Park Plan.
  - a. Conduct an inventory of the City's recreational areas and facilities
  - b. Perform research, compile data and identify emerging trends for the purpose of developing the City's Master Park Plan.
  - c. Design and implement the engagement process to identify stakeholder priorities.
  - d. Attend and assist with Master Park Planning engagement meetings, focus groups, workshops and surveys.
2. Engagement Report: Prepare a final report with the results of the Master Park Planning engagement process that prioritizes needs and recognizes emerging trends and organizational capacities.
3. Other analytical/research and support of the Assistant Recreation Director and Recreation Department.

#### **MINIMUM QUALIFICATIONS:**

##### **KNOWLEDGE, SKILLS AND ABILITIES.**

- Knowledge and experience in the field of recreation and public administration.
- Ability to instruct and lead group activities.
- Ability to demonstrate initiative and willingness to learn.
- Knowledge of basic public administration and recreation terminology and principles.
- Ability to apply such knowledge to work problems.
- Ability to perform work on a computer, and to enter, access and retrieve data from various software programs, in particular Microsoft word and excel.
- Ability to understand and follow written and oral instructions.

- Great attention to detail.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate clearly and concisely, orally and in writing.
- Demonstrate passion for local government work.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Recreation Management, Leisure Studies, Public Administration, Public Policy, Urban Planning, Business Administration and or related field.

Currently enrolled in an accredited MS/MA program, preferably an MPA or MURP program.

GIS Experience preferred

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieves information from a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works primarily in an inside office environment, but is expected to do some work outside at facilities and recreational areas.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)