



City of Spokane Valley Employment Opportunity Position: Temporary - Seasonal Recreation Intern

ABOUT THE CITY: Spokane Valley is a city with a population of over 107,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

ABOUT THE PARKS AND RECREATION DEPARTMENT: The Spokane Valley Parks and Recreation Department provides residents and visitors with over 343 acres of unique parks and open areas, a variety of quality recreation programs, community events, CenterPlace Regional Event Center, a Senior Center, and three outdoor pools operated seasonally. The department strives to support strong community values and improve livability by providing and promoting quality recreation areas, programs, and facilities.

ABOUT THE POSITION: Why join our organization? We are a small hard-working team in the business of building better lives through the power of parks and recreation. The goal of the Internship position is to provide an opportunity to apply skills obtained in the classroom to real-life working situations. The internship is designed to offer a wide variety of experiences for professional development in the field of Parks and Recreation. The Spokane Valley Parks and Recreation Internship is a 40 hour a week position that begins as soon as the student is available in the Spring/Summer and will continue for 12-13 weeks (which may include weekends and evenings). This position reports directly to the Recreation Coordinator.

SELECTED EXAMPLES OF DUTIES: Recreation Intern is allowed to witness and assist in many of the different aspect that public recreation agencies provide primary duties of this position include but are not limited to:

- Program planning as it relates to supervising and evaluating current and new programs.
- Planning, coordinating, and executing special events and programs
- Internal and external customer service
- Program registration and budgeting
- Marketing and promotions of events and programs
- Time management, and prioritizing tasks
- Volunteer recruitment and management
- Communication with professionals and the public through meetings, email, and phone conversations.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Must be enrolled in college/university with sophomore standing or above and receive course credits for an internship position as part of graduation requirements. Knowledge of recreation and/or physical education is highly desired. Have current First Aid and CPR certifications or the ability to obtain them prior to starting work. **Necessary Knowledge, Skills and Abilities:** This position works indoors and outdoors with a wide variety of age groups from preschool through senior citizens in a variety of recreational activities. Must be able to physically play and demonstrate games, work with arts and crafts materials, work outdoors for extended periods of time in varying weather conditions, lift 20-50 lbs., and able to respond and react to an emergency in an effective manner. Must have ability to work effectively as a member of a team and effectively communicate with staff and the public. Must show the ability to work cooperatively with other staff and be able to express ideas clearly, both verbally and in writing.

SPECIAL REQUIREMENTS: Must possess a valid State driver's license. Successful completion of a background check, including a criminal check, is a requirement of employment at Spokane Valley.

COMPENSATION: Wage will be \$17.28 an hour and work approximately 40 hours a week for no less than 11 weeks during the summer. This position is ineligible for City sponsored benefits including PERS retirement. However, the position is covered by Workers Compensation insurance and subject to Federal withholdings for Social Security, Medicare and income taxes. This is an at-will, non-represented, FLSA non-exempt, temporary-seasonal position.

APPLICATION DEADLINE: First Review on March 1, 2024; position open until filled.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our Online Application System at www.spokanevalleywa.gov - click on "Employment."

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

PLEASE POST

10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090