

## Special Events Recreation Intern

### General Summary

The Special Events Recreation Intern will support the development and implementation of special events hosted by the City of Mt. Pleasant Parks & Recreation Department. This role will involve program development and delivery, financial oversight, and management/administration of special events and other recreation programs. The intern will work collaboratively with the Recreation Coordinators and the Recreation Program and Events Manager to ensure that programs best meet the needs of our residents.

**Department:** Recreation

**Reports to:** Recreation Program and Events Manager and Recreation Coordinators

**Schedule:** Full-time, limited term (based on internship requirements)

**Location:** Mt. Pleasant City Hall

### Learning Outcomes:

- Gain an understanding of the inner workings of a municipal-run Recreation Department.
- Develop the ability to develop and deliver a wide variety of recreational programs and events.
- Be the lead planner on a current or new special event.
- Build experience in the management and administration of recreational operations and facilities.
- Be involved in any strategic planning initiatives taking place during the time of their internship.

### Essential Job Functions

- Develop and deliver special events, including but not limited to *Beat the Heat Summer Series, America's 250<sup>th</sup> Celebration, Movies By Moonlight, Glow in the Park 5K, Fire Up Fest, Pumpkin Promenade, Christmas Celebration, Under the Big Top, Parent-child dance, and Think Spring Road Rally.*
- Participate in daily financial operations, including daily transactions, bidding and purchasing, program cost analysis, budget development, and external funding sources.

- Regularly participate in daily operations, including day-to-day administration and operations, workplace politics, internal policies and procedures, communication, and hiring processes.
- Assist in the management and administration of Parks and Recreation facilities.
- Participate in strategic planning efforts, looking into current industry trends and assisting with needs assessments as needed.

Note: All functions are considered essential

### **Minimum Requirements**

**Education:** Current undergraduate or graduate student in Recreation, Event Management, or a related field.

**Knowledge Of:** Widely accepted business software applications and ability to learn specialized software programs.

**Skilled In:** Taking a collaborative approach to problem solving; championing new ideas; exhibiting honesty, integrity, and fairness; valuing differences to make services better while demonstrating accountability and dedication to excellence.

**Ability To:** Cooperatively plan, organize, prioritize, coordinate, and evaluate multiple events and recreation activities; assist in developing and implementing goals, objectives, policies, and procedures to ensure the delivery of high-quality programs and services meeting the needs of the community.

Effectively plan, organize, and communicate, orally and in writing; establish and maintain positive working relationships with other employees, volunteers, civic groups, program participants, and the general public regarding any aspect within assigned scope of responsibility; analyze problems, identify solutions, prepare clear and concise reports, and develop sound recommendations for action; and use proven problem solving techniques to resolve issues and conflict to assure that efforts are effectively directed toward achieving the City's goals.

Work varying hours due to evening and weekend programs and events particularly during high activity periods.

## **Physical and Mental Demands and Work Environment**

The physical and mental demands described 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, the employee is regularly required to use hands to handle and feel; reach with hands and arms; talk and hear. The employee frequently is required to transport self and equipment from job sites; is required to sit, stand and walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to read, write, analyze, reason, supervise, comprehend, evaluate, organize, effectively communicate, and handle the mental and physical stress associated with the demands of the position. The noise level in the work environment is usually moderate.

## **Pay Rate**

\$16.00 per hour