



Englewood Parks, Recreation, Library & Golf Intern

Description

As an intern, you will be treated as a regular employee and will be expected to learn, understand and follow the policies, programs and philosophies of the City and the Department. Work locations may vary. Must have own transportation to and from program activities. Expected to work a minimum of 20 hours per week which may include evenings, holidays and weekends. Creativity and initiative are major portions of internships and you will be expected to use these skills in contributing to new program ideas and improving existing programs. In addition, you will be expected to take the initiative in finding and developing constructive ways to utilize any work time that has not been specifically programmed for you.

ILLUSTRATIVE EXAMPLES OF WORK

The list of examples of work is not intended to be all-inclusive. They establish a flexible, functional base from which the incumbent operates. They may also be modified with additions, deletions, or changes required to achieve organizational goals and objectives.

1. Follows objectives as set by Intern Supervisor.
2. Provide high standard of customer service.
3. Completion of any special projects or research gathering process into report form.
4. Establish cooperative relationships with outside entities.
5. Cross train with other areas of the Department.
6. Attends all staff meetings and trainings. When requested, attends special events to promote the department.
7. When assigned program areas, checks class rosters and accurately record participant attendance.
8. Must be responsible and punctual.
9. Reports all concerns to the Intern Supervisor

Preparation & Training

Currently enrolled in a University pursuing a degree in a related field.

Application

Apply online at englewoodco.gov. Click on Job Openings at the bottom of the home page. You will be required to create a user name and password.

Contact

Allison Boyd – Recreation Manager, aboyn@englewoodco.gov

Hourly Rate

\$18.00/hour

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)