

**Cherokee Recreation & Parks Agency (CRPA)**  
**Cherokee Recreation and Parks Intern**

**Purpose of Job**

For the summer of 2022, CRPA will be hosting 5 weeks of outdoor specialty summer camps for children between the ages of 9-13 years of age and 13-16 years of age. Our summer camps strive to provide each participant with high quality recreational experiences that will be beneficial throughout their lives, as well as provide fun in a safe atmosphere, conducive to the growth of each child. The Cherokee Recreation and Parks Intern is a seasonal position receiving 200 hours of work through the weeks of May 30<sup>th</sup> – August 5<sup>th</sup>, 2022.

The core of the Cherokee Recreation and Parks intern is to create take home pamphlets that will cover the importance of the activities that the participants will be indulging in and the importance of recreating outdoors. They will be creating and developing these pamphlets that will be labeled **Get Out**. The take home pamphlets will, not only directly impact the participants, but will directly affect their families, as well. This will provide educational components to their parents and siblings about the outdoor recreation activities that we will take on this summer. The intern will also have the opportunity to assist the Outdoor Recreation Coordinator during camp hours.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provide direct oversight for all aspects of camp during the Get Out pamphlet program.

Adhere to all policies and procedures stated in the staff manual.

Create weekly Get Out take home pamphlets for participants and camp parents about the activities in which they will be taking on throughout the week.

Inform Recreation Coordinator of any conduct problems or accidents that might have occurred during the program. Collect and maintain records for any completed discipline, incident, or accident reports.

Meet with Recreation Coordinator weekly to hand in all schedules, rosters, etc. and to discuss any camp issues.

Keep accurate and detailed information on attendance, disciplinary issues, accidents, etc.

Responsible for learning all pertinent information for each child (allergies, special needs, etc.)

Assist in the planning and organizing of daily and weekly activities for the duration of the Get Out pamphlet program.

Must present a neat personal appearance.

Performs other related duties as required by Recreation Coordinator.

### **Knowledge, Skills, and Abilities**

Knowledge of the principles, practices, and procedures and the operations and functions of CRPA.

Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job.

Knowledge of camp programs, policies, and procedures as necessary in the completion of daily responsibilities

Knowledge of First Aid/CPR/ AED.

Ability to effectively communicate and interact with management, employees, members of the general public and all other groups involved in the activities of Cherokee County government as they relate to CRPA.

Ability to work with limited supervision, using personal judgment in decision making.

### **Work Schedule**

Part-time, Monday-Friday between 8:00am-5:00pm

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Must be an undergraduate student, graduate student, high school student 16 years old age or older who is dually enrolled in a college program or a recent college graduate.

Preferred qualifications of at least 3 years of previous camp experience including supervisory experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess a valid driver's license.

Must successfully pass Cherokee County Background Check, Drug Screening, and Motor Vehicle Report.

**(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions**

**Physical Requirements:**

Must be physically able to operate a variety of machinery and equipment including a computer, LED projector, overhead projector, camera, copier and fax.

Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, repetitive motion and moving equipment.

Must be able to exert up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of date, people or things.

**Interpersonal Communication:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving and receiving assignments and/or directions to co-workers and assistants as well as from supervisors.

**Language Ability:** Requires ability to read a variety of reports, proposals, requests, registers, applications and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare reports, proposals, articles, notices, letters, memos and miscellaneous documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people and groups of people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize determine percentages; interpret graphs; perform statistical calculations.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, visually with a computer, slide projector, overhead projector, camera, copier, fax and typewriter.

**Motor Coordination:** May require the ability to coordinate hands, fingers, and eyes accurately in using a computer, slide projector, overhead projector, camera, copier, fax and typewriter. Requires the ability to use the keyboard, lift, bend, push and pull objects or materials using body parts as the position necessitates.

**Manual Dexterity:** Requires the ability to handle a variety of items such as a computer, LED projector, overhead projector, camera, copier and fax machine. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (Talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.