



2 INTERNSHIPS AVAILABLE

(1) YOUTH / CAMPS

(1) SPECIAL EVENTS/ATHLETICS

- VALUABLE EXPERIENCE
- PAID INTERNSHIP
- NETWORKING OPPORTUNITIES



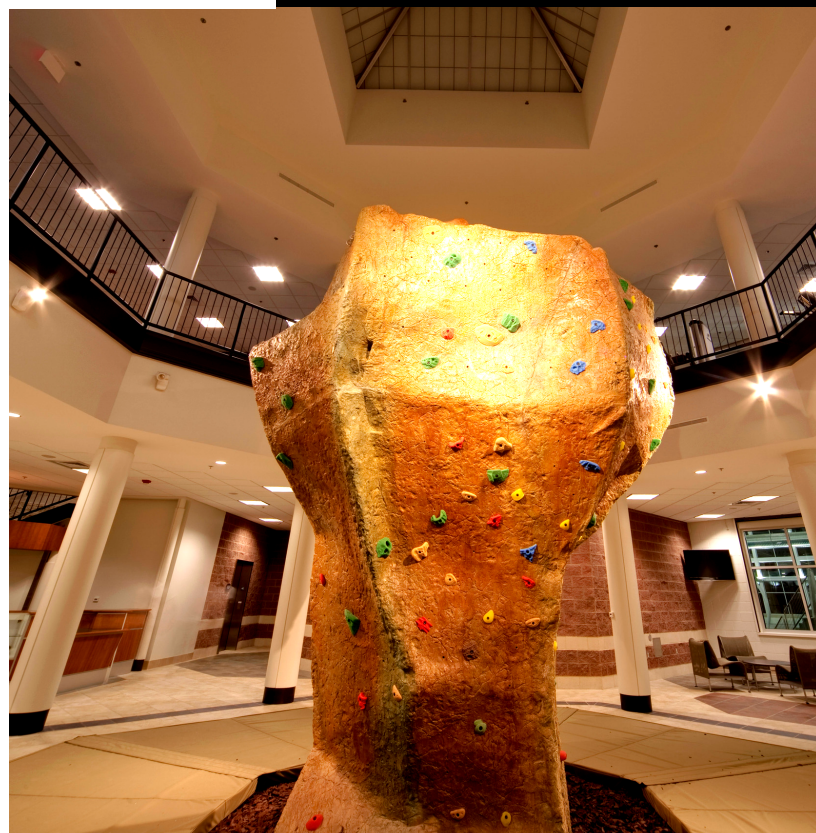
2018 SUMMER INTERNSHIPS

JOIN OUR TEAM FOR THE SUMMER!

TO APPLY:
EMAIL RESUME TO
JMACK@BURLESONTX.COM

APPLICATION DEADLINE:
FEBRUARY 16, 2018

FOR MORE INFORMATION:
VISIT US:
WWW.BURLESONTX.COM/BRICK



Internship Description

Internship: Summer 2018 Recreation Internship (Youth Programs) - Summer Day Camp Director
Department: Recreation and Lifelong Learning
Reports to: Recreation Supervisor
Schedule: 40 hours a week (Internship start date is flexible depending on selected candidate)
Pay: \$9.50-\$10.50 DOQ

PRIMARY DUTY:

The Summer Day Camp Director with the assistance of our Recreation Supervisor, is responsible for the safe operation and instruction of all day camp activities in accordance with camp policies. The Day Camp Director will also assist in supervision of 10-15 camp counselors and camp leads; which includes leading weekly meetings, counselor trainings, and counselor evaluations.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs);
H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)]

Strength Exerted	Description of Job Duties
S	Keep attendance and inventory records.
S	Follow daily instructional schedule with the ability to improvise when needed.
S	Maintain a clean & organized camp.
S	Must possess strong conflict resolution skills, uphold discipline, and order.
S	Be highly motivated self-starters.
S	Have the basic understanding of various recreational activities
S	Enforces rules and regulations of the Recreation Center.
	Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position supervises Camp Counselors and Camp Leads.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Must reflect a positive & professional attitude
- Knowledge of appropriate activities for children 5 – 13 years old.
- Must be able to deal with a diverse group of people in a consistent, fair and approachable manner.
- Must have the ability to communicate effectively in an authoritative and professional manner.
- Must be able to swim.

EDUCATION AND EXPERIENCE:

- One year of work related customer service.
- High school education and two years of college.

CERTIFICATES AND LICENSES REQUIRED:

Required: (must be obtained within 14 days of hire, BRiCK will provide training)

- First Aid Certification
- Child & Adult CPR/AED Certification
- Blood Borne Pathogens training
- Climbing Wall certification

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

- Work is performed primarily in a climate controlled facility.

TOOLS AND EQUIPMENT USED:

- Computer and various office equipment.
- Micro Soft Word, Excel and Rec Trac Software.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time);
O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	On carpet or tile floors, asphalt, concrete, steps
Sitting	R	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	F	Boxes of supplies, speakers weighing more than 100 lbs etc.
Pushing/Pulling	F	Using work out equipment, setting up matt's, moving sound equipment and pulling carts.
Reaching	O	Reaching for equipment, tables etc.
Fine Dexterity/Handling	O	To use the computer, calculator and writing.
Crouching/Crawling	F	Moving tables, chairs and fitness equipment and sound equipment.
Twisting	F	Moving standard work out equipment and sound equipment
Kneeling	F	Picking up equipment, moving tables and chairs.
Vision	C	To read and prepare paperwork, computer, typewritten text, and operate telephone. Scan recreation center for problems.
Hearing/Talking	C	To speak with citizens and employees on the phone and in person.
Foot Controls	R	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time);
O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

O time pressures

R emergency situations

F irregular schedule

R danger/physical abuse

O frequent change of task

F noisy/distracting environment

O tedious exacting work situation

F working closely with others as part of a team

F performing multiple tasks simultaneously

ot

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.

Internship Description

Internship: Summer 2018 Recreation Internship (Special Events / Athletics/ Facility Operations)
Department: Recreation and Lifelong Learning
Reports to: Recreation Supervisor
Schedule: 25-30 hours a week (Internship start date: Flexible depending on selected candidate)
Pay: \$8.65/hour

PRIMARY DUTY:

Our Recreation Intern with the assistance of our Recreation Supervisor, will assist with a variety of facility operational duties in addition to assisting with programming athletic leagues and special events, as needed.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

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Strength Exerted	Description of Job Duties
S	Provide positive and enthusiastic customer service to all members and guests through compliance with the Burleson Recreation Center standards of service; through proper etiquette by greeting members, guests and attendees; exceeding their expectations and inviting them back.
S	Conduct one self at all times in a manner of professionalism that aligns with the values, philosophies and standards of the City of Burleson.
S	Adhere to all written mandatory standards of operation, standards, procedures, manuals, memos and oral instruction.
S	Must possess strong conflict resolution skills.
S	Be highly motivated self-starters.
S	Have the basic understanding of various recreational activities
S	Enforces rules and regulations of the Recreation Center.
	Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- This position holds no supervisory duties.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Must reflect a positive & professional attitude
- Must be able to deal with a diverse group of people in a consistent, fair and approachable manner.
- Must have the ability to communicate effectively in an professional manner.

EDUCATION AND EXPERIENCE:

- One year of work related customer service.
- High school education and two years of college.

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