



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Oneida Recreation

LOCATION/ADDRESS: Civic Center 2913 Artley Street, Oneida WI 54155

SALARY PREDETERMINED:

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Jed Summers
TITLE: Assistant Recreation Director
EMAIL: JSummer2@oneidanation.org
PHONE: 869-6289

DATES OF EMPLOYMENT: **JUNE 10TH TO AUGUST 2ND**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Plan, organize and assist with summer program and baseball activities (70%)
- Assist staff in preparations for summer classes and baseball games (20%)
- Chaperone youth on field trips (10%)
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Need excellent customer service skills
- Must be able to work independently
- Must be dependable, mature and possess initiative
- Ability to exercise good judgment
- Majors: Recreation, Education, Social Work, Criminal Justice and closely related fields.