



Community Development Intern; Splash Park Coordinator

Department:	Community Development
Reports to:	Community Development Manager
FLSA Overtime Status:	Non-Exempt
Grade:	None - \$15.00/hr, 20 hours per week
Revision Date:	January 31, 2022

OBJECTIVE

Assists the Community Development Manager with supervision and scheduling of the Splash Park Attendants and coordinating daily operations of the Splash Park.

This is a seasonal part-time hourly (non-exempt) position which may required to work a split schedule. Attendance at evening, weekends and/or holidays is required when activities fall on those days. Hours are not to exceed 25 hours/week without prior authorization during the Splash Pad operating season (Memorial Day through Labor Day).

Up to 80 hours are authorized at the beginning of the season for preparing, planning, hiring and training purposes.

Additionally, 10 hours at the end of the operating season are authorized to conduct end of the year activities including preparing annual reports and presenting to the Park Board.

SCOPE

The Community Development Intern; Splash Park Coordinator works under the direction of the Community Development Manager.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to performs other duties as apparent or assigned.

1. Supervise, train and schedule Splash Park Attendants.
2. Organize and track admission records.
3. Coordinate snack counter operations.
4. Oversee the proper maintenance and inventory of all for-sale items.
5. Oversee daily cash drawer balancing.
6. Deposit cash, check and credit card receipts daily at City Hall.
7. Coordinate advertising with City Hall Staff and the Community Development Inter, Recreation and Marketing.

8. Promote Splash Park events, programs and closings through social media, advertisements, flyers, coordinate with media outlets etc.
9. Coordinate recreational and community activities with other community groups and organizations such as businesses, churches and schools, etc.
10. Obtain sponsorships for events by coordinating with local businesses and residents.
11. Oversee on-site organization.
12. Coordinate scheduled parties.
13. Set Splash Pad Hours in coordination with the Community Development Manager.
14. Inspect facilities for safety.
15. Coordinate and respond to citizen complaints and inquiries courteously.
16. Provide and facilitate exceptional customer service.
17. Prepare and provide first aid and other incident reports to the Accountant.
18. Prepare annual report listing all Splash Park activities for the year along with participation numbers and present findings to Park Board.

MINIMUM QUALIFICATIONS

Graduation from or currently enrolled in a college program working toward a degree recreation/physical education or related field, supplemented by experience in communications, public relations, recreation/program management experience; or any combination of training and experience which provides the desired knowledge, skills, and abilities. Past experience in managing communication and/or recreation programs for other cities will be given additional consideration. CPR and First Aid Certification will be required and provided by the City of Princeton.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in reading, writing, and speaking English proficiently, in organizing and prioritizing work, operating computers and all other job-related equipment.

Ability and willingness to work a flexible work schedule; Possess a valid motor vehicle operator license; Strong knowledge of computer programs; Open to new ideas and have the innovation to identify and design new programs; Knowledge of life-safety issues related to recreation programs; Ability to maintain effective working relationships with fellow departments, city officials and other organizations; Ability to deal tactfully and responsively to changes in programming due to unforeseen circumstances; Ability to deal courteously with the general public.

Knowledge and applicability of community communication as well as recreation work and administration; Knowledge of budget principles; Ability to develop and implement well-rounded communication strategies and recreational and community programs; Ability to supervise several workers engaged in varied tasks simultaneously; Ability to safely operate and maintain all departmental equipment, and to train others in the same; Ability to prepare written reports accurately; Ability to effectively promote recreational and community programs; Ability to understand and follow oral and written instructions; Ability to establish and maintain effective working rela-

tionships with other city agencies and departments, city officers and employees, and the general public; experience managing an email and social media platforms.

EQUIPMENT

Standard office equipment including but not limited to computers, calculator, copier, telephone.

WORKING CONDITIONS

Work is performed in both an office and outside environment. There is extensive attention to detail.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light Work: Exerting up to 20 pounds of force intermittently.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.