

WAUKEGAN PARK DISTRICT

<u>Title:</u>	Intern – Community Relations
<u>Status of Employment:</u>	Seasonal or Temporary
<u>Compensation:</u>	Schedule B – Grade 7
<u>Budget Code Classification:</u>	512-9000
<u>General Statement of Duties:</u>	Assist the Superintendent of Community Relations in communicating to the public the benefits and values of district facilities, programs, and services.
<u>Supervision Received:</u>	Directly supervised by the Superintendent of Community Relations.
<u>Supervision Exercised:</u>	None

Essential Functions

- Assist with planning, organization, implementation, and oversight of promoting the district and its activities and services to residents.
- Assist in the development of information and materials to keep the district website up to date and current.
- Assist in the development and writing of materials that inform the media about district activities.
- Assist in assembling materials, in coordinating stories and information, and in editing the district program guide.
- Assist with the coordination and review of district advertisements for media.
- Assist in taking photos and videos of district events/activities/facilities, editing photos and videos, and posting photos and videos to the website, photo library, and YouTube.
- Establish a cooperative planning and working relationship with co-workers, parents, community agencies, and organizations.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self-according to the policies and procedures as established by the park district.
- Participate in park district Safety and Training Program to ensure that work performed and services provided are implemented in a safe manner.

Marginal Functions

- Assist staff and volunteers in the performance of their duties.
- Perform other duties as assigned.

Qualifications

Education

- Registered as a student or recently graduated from a four-year university with a major in public relations, communications, marketing, advertising, or graphic design preferred.

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Experience

- Minimum one (1) year work experience preferred.

Knowledge

- English composition structure and reference tools
- Creative writing structure
- Microsoft Office Suite software
- Advertising techniques and ad structure (preferred)
- Photography, editing techniques, and Photoshop software (preferred)
- Videography editing and YouTube video uploading

Ability to:

- perform duties with minimal supervision.
- make timely and effective decisions.
- coordinate and work on multiple projects simultaneously.
- follow-through with assignments.
- provide good customer service internally to fellow staff and externally to customers and associates.
- take initiative and responsibility.
- work evenings, weekends, and holidays as assigned.
- communicate effectively both verbally and in writing.
- operate office equipment including calculator, computer, copier, and miscellaneous small office equipment.
- analyze data to complete reports accurately and within established timeframes.
- understand and use basic current computer operating systems and job related software applications.
- operate equipment necessary to perform job assignments.
- implement sound techniques for managing work in assigned area of responsibility.
- understand and identify proper use of program and facility equipment.
- interpret and understand district principles and philosophy.

License / Certification

- Valid driver's license.

Physical, Psychological, Environmental, Cognitive and Safety Considerations

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Considerations

- May frequently be required to walk, sit, talk, and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb, balance, stoop, kneel, crouch, or crawl.
- Must be able to lift and move materials up to 50 pounds. Must be able to handle materials over 50 pounds with assistance.
- May be in awkward or difficult positions resulting in physical fatigue.

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- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Psychological Considerations

Worker must be able to work:

- safely and appropriately when driving in unfavorable conditions.
- effectively under stress of deadlines and complaints.
- independently.
- under supervision and direction of supervisor(s).
- cooperatively with fellow staff, participants, general public, contractors, vendors, community groups, and media in a proper manner.

Environmental Considerations

Worker may be:

- in and out of controlled temperatures occasionally throughout the day.
- required to work occasionally in all elements of weather.
- occasionally exposed to elevated noise levels produced from participants, large crowds, public venues, sound equipment, maintenance equipment, and/or power tools.
- occasionally at job sites where dust, pollens, molds, insects, etc. may be present.
- involved in repetitive work (i.e. computer keyboard, writing, hand tools).

Cognitive Considerations

Worker must be able to:

- read and write at a superior level.
- train and/or pass on prudent safety and other work related practices to co-workers.
- use basic math and follow step-by-step procedures and obtain appropriate end results
- exhibit good problem solving abilities.
- analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- communicate effectively and respond appropriately to the needs of internal and external contacts.
- project a positive image and neat appearance to visitors of the park district.

Safety Considerations

Worker must be able to:

- supervise safety of participants.
- follow direction from supervisor with safe and effective follow through.
- use good safety awareness and judgment.

Conditions of Continued Employment

All the following are required:

- submit proof of date of birth.
- provide a copy of driver's license.
- provide driver's abstract.
- submit to a reference check and employment verification.
- submit to a state criminal background check.

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- submit to pre-placement drug testing.
- submit to reasonable cause and post-accident alcohol and drug testing.
- provide verification of education.

Residency

Employees are strongly encouraged, but not required, to become residents within the boundaries of the Waukegan Park District.

*If at any time during the course of employment the employee is unable to perform the duties, functions, or considerations outlined in this job description, the immediate supervisor should be informed.

I received, reviewed, and discussed this job description on
<div>_____ / _____ / _____</div> <div>Date</div>
<div>_____</div> <div>Print Name</div>
<div>_____</div> <div>Signature</div>

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