



Pleasant Valley Recreation and Park District Job Description

Job Title: Student Worker/Intern
Department: Various
Reports To: Various
FLSA Status: Non-Exempt

Location: Various
Prepared Date: June 2019
Approved By: Board of Directors
Approved Date: July 3, 2019

SUMMARY: Under supervision, assists with the elemental phases of professional, para-professional and technical work; assists with special projects or studies, and performs other work as required. Employees in this classification will work for a limited term to be specified at time of hire but no more than 480 unless an extension is granted at which point those hours will not exceed 780 hours for a fiscal year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Assists regular staff of various departments in performing routine professional, para-professional or technical duties.
- Assists in collection and analyzing statistical data.
- Assists in researching information and conducting investigations.
- Assists in conducting special studies in a variety of occupational fields.
- Assists in the preparation and the presentation of oral and/or written reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to: Maintain records and reports; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Ability to: Identify problems and do research and work out solutions with tact and efficiency; establish and maintain effective working relationships with co-workers, superiors and subordinates from a variety of ethnic, economic, and cultural backgrounds; work effectively with adults as well as with youth in performing assigned tasks.

EDUCATION and/or EXPERIENCE: No experience is required. **Student Workers:** Students must be enrolled in High School with the ability to obtain a work permit. **Interns:** students must provide proof that they are enrolled in at least nine (9) units of academic/technical college/university courses at the undergraduate level and at least six (6) units at the graduate level.

Student Workers: may work during the summer upon providing evidence that they were enrolled in high school in the spring and are enrolled in either high school or carrying nine units of college units in the fall. Interns: may work during the summer upon providing evidence that they carried at least nine units in the previous spring session, are enrolled for at least nine units for the next fall session OR are enrolled in at least 3 units of summer courses.

High school graduates may be hired as Student Workers/Interns upon providing proof of graduation.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and First Aid Certification may be required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical 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.



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While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.