



### **Job Description**

**Recreation Management Intern – Sylvania Recreation Corp. (SRC)**

**Part Time Position: Primarily weekends and weekday evenings**

### **Overall Responsibilities:**

Assist in the administration of a variety of aspects of the Sylvania Recreation Programs Department, Public Information and Centennial Terrace & Quarry operations.

### **Characteristic Duties:**

1. Responsible for the daily on-site oversight of Sylvania Recreation programs and event including program set-up and tear down, overseeing officials and scorekeepers, etc.
2. Greet and assist patrons that come into the office with on-line registration, program details, concert information, etc.
3. Assist in answering phones and fielding general questions on programs, facilities or events. Assist with directing calls to the appropriate staff member.
4. Assist in covering office during Sylvania Recreation staff meetings and Program department planning meetings.
5. Must be able to work in a team environment and have frequent contact with Program Directors and Maintenance staff.
6. Prefer individuals who have a wide variety of sport experience and understanding of field set up, rules, etc.
7. Must be able to address and diffuse coaching and potential spectator conflicts.
8. Will be responsible for enforcing game day decisions, weather policy, etc.
9. Must be able to work 20+ hours each week. Weekday and weekend hours required. Position will include both office and on-site work environments.
10. Required to be on feet for extended periods of time.
11. Assist with miscellaneous duties assigned by supervisors.
12. Must have a valid driver's license.

**Supervision Received:** Recreation Services Director – Athletics Manager – Athletic Program Coordinator

**Application Process:** Please send cover letter and resume to Recreation Services Director, Rob Mahon at [rmahon@playsylvania.com](mailto:rmahon@playsylvania.com)

**7060 Sylvania Ave. – Sylvania, Ohio 43560    Phone: (419) 882-1500    Fax: (419) 885-7146**

**[www.playsylvania.com](http://www.playsylvania.com)**