



**CLERK
INTERN/PROJECTS
POSITION DESCRIPTION**

GENERAL SUMMARY:

Under the guidance of the PARKS and RECREATION DIRECTOR, INTERN/CLERK will be provided with opportunities to advance professional knowledge and skills, especially in the areas of general administration, park management, and natural resource operations. Core duties will be as OFFICE CLERK or ADMINISTRATIVE AIDE, performing a broad variety of responsible tasks. Duties may result in exposure to inclement weather. Typical work week may include weekend and/or evening duty.

LENGTH OF EMPLOYMENT PERIOD:

Seasonal, Part-time year round. If position filled is for an Internship term of work is 15 to 30 weeks, depending on the student's academic requirements. Internships are unpaid.

ADMINISTRATIVE AIDE ESSENTIAL FUNCTIONS

1. Assists P&R Director in the completion of numerous significant administration-type tasks/projects.
2. Assists staff in the planning and completion of major maintenance and development projects.
3. Oversees campground site reservation system. Assigns sites, maintains Campground Registers and other records, and collects and accounts for camping fees.
4. Issues annual or daily Park Entrance Permits to reservation campers and office visitors, and accounts for revenues received.
5. Assumes receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls, and take messages.
6. Provides information pertaining to park use, reservation procedures, and area points of interest.
7. Maintains a clean and organized reservation desk.
8. Replenishes supplies of forms, envelopes, confirmation cards, promotional materials, etc., as necessary, to ensure the smooth functioning of the campground and pavilion reservation systems.
9. Enters information into computer-based data management files using standard computer keyboard.
10. Prepares campground and pavilion visitation reports for use by Commission field staff.
11. Performs routine office tasks such as preparing correspondence, preparing meeting minutes, typing, filing, photo copying, etc.
12. Substitutes, as needed, for absent GATE ATTENDANTS (park offices).
13. Performs other related duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, interpret and carry out a variety of instructions furnished in written, oral, diagrammatic or schedule form.
2. Knowledge of basic arithmetic functions. Ability to use such knowledge to correctly charge user fees, make change, and account for permits used and money collected.
3. Ability to write in an understandable and legible manner. Ability to prepare simple reports.
4. Ability to express and exchange ideas by means of the spoken word to convey oral information and detailed spoken instructions to others in an accurate, audible and timely manner.
5. Ability to establish and maintain effective working relationships with superiors, peers, subordinates, park visitors and the general public.
6. Ability to perform light to moderate manual labor.
7. Ability to operate a motor vehicle. Possession of a valid Michigan vehicle driver's license, along with a six points or less, alcohol-free offense driving record.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Current enrollment in a National Recreation and Park Association-accredited course of study leading to a bachelors or masters degree in park and/or recreation management/administration.

PHYSICAL REQUIREMENTS:

1. **Physical** — Able to lift and carry 25 pounds for a distance of 25 feet occasionally, up to 5 pounds frequently, or a small amount of weight constantly to move objects.
2. **Mobility** — Able to traverse a distance of 1,000 feet over uneven ground in a five minute period.
3. **Reaching**— Able to extend hands and arms in any direction and hold in place for 30 seconds.
4. **Climbing** — Able to ascend and descend a ladder set at a 75² degree angle to a height of 10 feet.
5. **Balancing** —Able to maintain body equilibrium to prevent falling when walking, standing and crouching on irregular surfaces, or surfaces with an angular plane, such as a roof top with a 4:12 pitch.
6. **Crouching** — Able to bend the body downward and forward by bending legs and spine, and to hold such position for a period of time of one minute.
7. **Kneeling** — Able to bend legs at knee to come to rest on knee or knees and to hold such position for a period of time of one minute.
8. **Stooping** — Able to bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles and to hold such position for a period of time of one minute.
9. **Speech** — Able to express and exchange ideas by means of the spoken word to convey oral information and convey detailed spoken instructions to others in an accurate, audible and timely manner.
10. **Hearing** — Able to perceive and understand the oral statements of others, and noises associated with danger (e.g., vehicular traffic, motorized equipment, calls for help).
11. **Vision** — Near Acuity: Clarity of vision at 20 inches or less.
— Far Acuity: Clarity of vision at 20 feet or more.
— Accommodation: Adjustment of lens of eye to bring an object into sharp focus.

WORKING CONDITIONS:

1. Works in office conditions and various park locations.
2. Works outside in varying weather conditions.
3. Exposure to equipment where risk exists of getting burned, bruised, or scraped.
4. Exposure to environmental allergens such as grass, weeds and pollens.
5. Exposure to solvents, pesticides and herbicides.

NON-DISCRIMINATION:

Isabella County accepts for available internship opportunities without regard to race, color, religion, sex, age, marital status, national origin, ancestry, physical or mental handicap unrelated to ability of individual to perform responsibilities in fullest accord with the principles of *EQUAL EMPLOYMENT OPPORTUNITY*.



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