

**POSITION DESCRIPTION  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** Temporary (Recreation Intern - Events)  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** Varies  
**JOB CATEGORY:** COMOT (Clerical, Office Machine Operation, Technician)

**DATE WRITTEN:** February 2004                      **STATUS:** Temporary  
**DATE REVISED:** January 2025                      **FLSA STATUS:** Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

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

Incumbent serves as Temporary (Intern) for Noblesville Parks and Recreation, responsible for assisting in planning, programming, and supervising new and existing department programs, special events and marketing.

**ESSENTIAL JOB FUNCTIONS:**

Programs, markets, and assists in several different aspects of the Parks and Recreation Department.

Assists in planning, organizing, and implementing programs and other special events, including processing registrations/paperwork and collecting fees. Represents department at various community activities.

Performs a variety of administrative tasks in assisting department personnel, such as answering the phone, assisting customers, taking reservations, filing, and using computer to generate many different types of documents.

Oversees and supports volunteers and staff during events.

Assists with marketing efforts for events and programs, including developing and maintaining a social media strategy to engage the community and increase followers.

Assists in maintaining the recreation software program, including uploading/entering all data and class information, maintaining the software database, and generating reports.

Assists with event preparation, including vendor coordination, volunteer schedule, and logistical support for events and other recreation programming.

Actively participates in team meetings to provide feedback and ideas for improving event execution.

Contributes to post-event evaluations, helping to gather participant feedback, assess event outcomes, and identifying improvements for future programming.

Works closely with department staff to plan event timelines, set objectives, and determine program materials and resources.

Sets up and tears down events, including tables and chairs, moving equipment as needed, and clean-up.

Drives a vehicle to perform job-related errands, such as picking up supplies.

Performs internal control duties to ensure the reliability of financial reporting, compliance with regulations, and the effectiveness of operations within the City of Noblesville. Completes internal control training as required by Indiana Code (IC) 5-11-127 regarding the safeguarding of assets, preventing fraud, and promoting operational efficiency and integrity.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related duties as assigned by supervisor or approved authority.

### **I. JOB REQUIREMENTS:**

High School Diploma required. Currently enrolled in a college or university, in the study of Recreation Management, Communications, Public Relations, or related area preferred. Experience in recreation, marketing, and/or communications desired.

Ability to successfully complete internal control training as directed.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed reports and properly operate various office equipment, such as computer, printer, calculator, and telephone. Working knowledge of Microsoft Office, including Word, Excel, Outlook, Teams, and SharePoint.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Working knowledge of and ability to make practical application of bookkeeping and accounting principles, perform relevant arithmetic calculations, and maintain accurate records.

Ability to work alone and with others in a team environment, work rapidly for long periods, and understand and follow written and oral instructions, with minimal supervision and often under time pressure.

Ability to work on several tasks at one time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to exert moderate physical effort while working in a recreational programming environment indoors and outdoors, involving sitting and walking at will, crouching/crawling/kneeling, standing/walking for long periods, lifting/carrying/pushing/pulling objects and materials weighing less than 25 pounds, reaching, bending, handling/grasping/fingering objects, hearing sounds/communication, and close/far vision.

Ability to make public speaking presentations, and effectively communicate orally and in writing with co-workers, other City departments, other recreation organizations, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to project a positive, professional image for the department through appropriate appearance and demeanor.

Working knowledge of and the ability to make practical application of City and Occupational Safety and Health Administration (OSHA) safety policies and procedures, universal health precautions and the City's Bloodborne Pathogens Control Plan.

Ability to work extended hours, occasionally work evening and /or weekend hours, and 4<sup>th</sup> of July Holiday.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

## **II. RESPONSIBILITY:**

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with supervisor all programs, activities, marketing, and events. Incumbent's work is reviewed primarily for attainment of program objectives and effect on department goals and objectives.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent will frequently contact co-workers, other City departments, other recreation organizations, program participants and the public for purposes of exchanging information, explaining/interpreting policies and procedures, and coordinating program activities.

Reports directly to the Recreation Program Coordinator.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a recreational programming environment indoors and outdoors, involving sitting and walking at will, crouching/crawling/kneeling, standing/ walking for long periods, lifting/ carrying/pushing/pulling objects and materials weighing less than 25 pounds, reaching, bending, handling/grasping/fingering objects, hearing sounds/communication, and close/far vision. Incumbent may work extended hours, occasionally work evening and/or weekend hours.

Incumbent performs the majority of duties at Forest Park, Dillon Park, and Finch Creek Park including and occasionally at events in different venues, such as Noblesville downtown square or other parks. Incumbent performs duties outdoors and is occasionally exposed to extreme temperatures and inclement weather. Safety precautions must be followed at all times to avoid injury to self and others.

*This position is identified as having occupational exposure to blood or other potentially infectious materials.*

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Temporary (Intern) for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed