



City of Waukeee

Sugar Creek Municipal Golf Course Intern

SALARY	\$15.00 Hourly	LOCATION	Waukeee, IA
JOB TYPE	Seasonal	JOB NUMBER	202300293
DEPARTMENT	Parks & Recreation	OPENING DATE	12/18/2023
CLOSING DATE	1/30/2024 4:00 PM Central		

JOB PURPOSE

The Sugar Creek Municipal Golf Course Intern will assist the Recreation Supervisor with planning, coordinating, and administering golf leagues, tournaments, outings, and special events, and will assist with day-to-day administrative duties.

Position Hours: Monday-Friday 8 am - 4:30 pm with flex scheduling for night/weekend/holiday hours.

Tentative start date, Mid-May.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Learns and explores all aspects of the Sugar Creek Municipal Golf Course including: league/event design, planning, analysis and evaluation; needs assessment; personnel management; operations; fiscal management; promotions, marketing and communications; regulatory standards; resource identification; diversity recognition and risk management.
- Completes and implements internship/senior project required for completion of bachelor's degree.
- Assists with planning, developing, coordinating, implementing and leading Sugar Creek events and leagues.
- Supervises participants in areas such as adult and youth golf leagues, various tournaments, and golf events.
- Completes Sugar Creek facility preparation and maintenance as needed.
- Performs administrative and office duties as assigned.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Create and participate in a team environment.
- Display willingness to listen and learn.
- Work efficiently and safely with little direct supervision.
- Willing to make the extra effort to be successful.
- Comfortable working in close proximity with general public of all ages.
- Establish clear, open-minded, trustworthy, bias-free and customer-focused communication to ensure a welcoming and inclusive environment.
- Uphold the Waukeee Parks & Recreation Mission Statement with integrity and professionalism.

- Attentive to the City's and the Department's standards for customer service, accuracy, quality, efficiency and all City and Department policies and procedures ensuring that all work performed meets those standards.

QUALIFICATIONS

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- Working toward or completed bachelor's degree in Parks & Recreation, Leisure Studies or related field.
- Experience working in customer service.
- Must possess a Valid Driver's License and meet the requirements of the City's motor vehicle policy.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

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- Position requires lifting and carrying up to 50 pounds occasionally.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, vendors and the community.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- Climate controlled office with hazards typical to that environment.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours will be approximately 40 plus hours per week and will include evenings and weekends.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours at Sugar Creek Municipal Golf Course.
- There is no residency requirement for this position.