



Northern Lehigh Recreation Authority
125 S. Walnut Street
Slatington, PA 18080
Phone: (484) 633 - 0093
NLRecAuthority@Gmail.com
www.NorthernLehighRec.org
www.Facebook.com/NorthernLehighRec

JOB DESCRIPTION

Position: Northern Lehigh Recreation Summer Internship
Opens: N/A
Closes: Until Filled
Compensation: \$10 / hour
Employment Dates: Monday through Friday – 8:00am to 4:00pm
(Hours may vary based on holidays, programming and special events)

SUBMIT YOUR COMPLETED APPLICATION TO: Attn. Lindsay L. Taylor, CPRP, Executive Director, 7951 Center Street, Slatington, PA 18080 or via email to NLRecAuthority@gmail.com

GENERAL PURPOSE

The goal of the Northern Lehigh Recreation Internship Program is to provide an intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The internship also offers the opportunity to gain experience in planning, organizing, leading and evaluating various programs and events. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies; thus, allowing realistic direction to further professional development.

SUPERVISION RECEIVED

Works under the supervision of the Northern Lehigh Recreation Authority (NLRA) Executive Director.

SUPERVISION EXERCISED

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with the NLRA Director, program participants and program staff to facilitate the overall program plan.
- Assist in coordinating a thorough Spring/Summer schedule of events
- Assist with supervision of concerts, special events
- Assist with developing marketing materials
- Assist with both Website and Social Media updates
- May direct and lead activities such as; games, athletics, hiking programs, learn to ride biking programs, etc.
- Care for any/all sports equipment, arts and craft supplies, and other related equipment
- Performs related work as may be required.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school education preferred. Although not required, applicants who have completed one year of college and show an interest in a related field will be strongly considered. Related fields of study may include, Parks and Recreation, Education, Marketing, Journalism and Social Work.

(B) Ability to become CPR and First Aid certified.

(C) **All instructors are required to obtain** the Child Abuse, Criminal History and FBI clearances which can all be applied and paid for electronically at the cost of the applicant. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at

<http://www.dhs.pa.gov/provider/childwelfare/reservices/childabusehistoryclearanceforms/>

The mission of the Northern Lehigh Recreation Authority is to provide a diverse range of educational & recreational programs and activities that promote a strong sense of community



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Necessary Knowledge, Skills and Abilities:

- (A) Ability to exercise strong customer service skills.
- (B) Ability to work independently.
- (C) Ability to deal with and interact with the public appropriately
- (D) Ability to keep and organize detailed records.
- (E) Interact effectively with school age children, teachers and principals.
- (F) Communicate effectively both verbally and in writing
- (G) Exercise sound judgment and flexibility.
- (H) Ability to understand and follow moderately complex oral and written instructions.
- (I) Ability to prioritize work assignments, handle multiple tasks and projects, resulting in work being performed in the most efficient and timely manner.
- (J) Excellent problem solving and conflict resolution skills.

Tools & Equipment Used

Requires use of basic computer skills including Microsoft word, Excel, etc., sports equipment and arts and craft supplies.

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. While performing the duties of this job, the employee is constantly required to be on their feet in an active environment. Performs work outdoors in various weather conditions. Must have stamina to occasionally stand and walk for a minimum of five (5) hours. The employee must occasionally lift and/or move up to 40 pounds. Employee should possess a valid Pennsylvania driver's license or have the ability to arrive on-time.

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. Some work may be performed outside, be prepared for various weather conditions and temperatures. The majority of work will take place in an office setting.

Selection Guidelines

Candidates may be required to attend an in-person oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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Instructor Application

Thank you for your interest in Northern Lehigh Recreation!

Name _____

Home Phone _____ Cell Phone _____

Address _____

City _____ State _____ Zip _____

Position Applying For: _____

Emergency Contact _____ Phone _____

HOURS AVAILABLE (Please check appropriate boxes)

	MON	TUE	WED	THU	FRI	SAT	SUN
DAY HOURS							
EVENING HOURS							

EDUCATION & TRAINING

	Training	High School	College/University	Graduate
School Name & Address				
Highest Grade Completed				
Diploma/Degree Course of study				
Specialized Skills/Training				

REFERENCES

Provide two names and telephone numbers for personal references who are not related to you



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EMPLOYMENT EXPERIENCE

May we contact your present employer? YES NO

Company Name: _____ Address: _____

Dates Employed: _____ Supervisor's Name: _____

Position Title and Description of Duties:

Company Name: _____ Address: _____

Dates Employed: _____ Supervisor's Name: _____

Position Title and Description of Duties:

Terms and Conditions

I wish to provide my services to the Northern Lehigh Recreation Authority (hereinafter referred to as the "NLRA"). In consideration of the NLRA providing me with the opportunity to instruct activities and intending to be legally bound hereby, I waive, release, and forever discharge the NLRA and its directors, officers, members, employees, and agents from any and all liability, causes of action, suits, proceedings, damages, judgments, claims and demands whatsoever arising out of my participation as a NLRA instructor or in any NLRA related activity. Moreover, I am aware that there are inherent risks of injury to myself, my property and third parties arising from such activities and I voluntarily assume all such risk and damage arising therefrom, and intending to be legally bound hereby, will hold the NLRA and its agents, servants, and employees harmless from any and all liability, actions, causes of action, claims and demands of every kind and nature whatsoever which I now have or which may arise out of or in connection with my services. I understand that representatives of the NLRA or the news media may occasionally take photographs or shoot film footage of any and all programs and I give my permission for my image to be used by the NLRA in occasional publicity materials.

Applicant Signature

Date