



Parks and Recreation Department

## Internship Opportunity

Agency: Fairway Parks & Recreation

Location: 5240 Belinder Road  
Fairway, KS 66205

Contact/Supervisor: Brice Soeken, Director of Parks & Recreation  
Phone: 913-262-0350 Ext. 5300  
Fax: 913-262-4607  
E-mail: [bsoeken@fairwaykansas.org](mailto:bsoeken@fairwaykansas.org)

### Agency Description:

The City of Fairway is a “first-ring” suburb of the Kansas City Metropolitan Area. Serving nearly 4000 residents and as many visitors, the Parks & Recreation Department offers variety of recreational opportunities at its recently renovated park and adjacent swimming pool. The Fairway Parks & Recreation Department began offering year-round programming in the fall of 2005. In its first year of full-time operation, more than 3000 patrons registered for programs/classes and attended special events. Programs vary as much as the patrons who participate and include: swim lessons, “Kid Kamp”, Yoga and tennis lessons to name a few. The Parks & Recreation Department also sponsors several annual events including Concerts in the Park, a Dive-In Movie, Touch-A-Truck and many others. More than 50 seasonal staff members assist with swimming pool operations and recreational program administration. For more information about the City of Fairway and the Parks & Recreation Department visit [www.fairwaykansas.org](http://www.fairwaykansas.org) or contact the Parks & Recreation Director.

### Internship Summary:

Fairway Parks & Recreation Interns will assist in all aspects of planning and facilitating many recreational programs sponsored by the Department as well as gain experience in the daily operations of a highly utilized swimming pool. Interns will be solely responsible (with guidance from the Director) for the developing and executing one new program or special event within the internship period. Interns *may* be responsible for supervising seasonal employees as determined by the Parks & Recreation Director. See attached detailed Internship Description.

NEALE PETERSON PARK AND FAIRWAY POOL  
6136 MISSION ROAD  
FAIRWAY, KANSAS 66205  
913-722-3161 (SUMMER ONLY)  
BSOEKEN@FAIRWAYKANSAS.ORG

FAIRWAY CITY HALL  
5240 BELINDER ROAD  
FAIRWAY, KS 66205  
PHONE: 913-262-0350 EXT. 5300  
FAX: 913-262-4607

[WWW.FAIRWAYKANSAS.ORG](http://WWW.FAIRWAYKANSAS.ORG)

CITY OF FAIRWAY  
JOB DESCRIPTION

TITLE: Summer Internship (Seasonal)  
FSLA STATUS: Non-Exempt

DEPARTMENT: Parks and Recreation  
WORK WEEK: 20 hours, As Required

JOB SUMMARY:

Fairway Parks & Recreation Interns will assist in all aspects of planning and facilitating many recreational programs sponsored by the Department as well as gain experience in the daily operations of a highly utilized swimming pool. Interns will be solely responsible (with guidance from the Director and Recreation Supervisor) for developing and executing one new program or special event within the internship period. Interns *may* be responsible for supervising seasonal employees as determined by the Parks & Recreation Director. This position is responsible to the Parks & Recreation Director or his/her designee.

DUTIES:

GENERAL

- ◆ Communicates with Director regularly about program and/or event status.
- ◆ Explores service contracts for all aspects of recreational programs.
- ◆ Fulfills individual goals and measurable objectives developed with the Parks and Recreation Director.
- ◆ Creates and maintains various forms of communications, including flyers, message boards, press releases, etc.
- ◆ Fosters a safe environment for both departmental staff and the general public.
- ◆ Follows the direction provided in the Parks and Recreation Mission Statement.
- ◆ Cooperates with other city departments and staff.

RECREATIONAL PROGRAMMING

- ◆ Assists in the planning and execution of a variety of recreational programs to meet the needs and demands of the citizens of Fairway, including: aquatics, special interest classes, adult and youth programs, etc.
- ◆ Monitors day-to-day operations of programs, classes, and special events.
- ◆ Regularly evaluates recreational programs ensuring maximum utilization by the community; outlines future programming objectives and goals.
- ◆ Assists in maintenance of files and records of departmental activities.
- ◆ Schedules personnel, facilities, and equipment in accordance with program requirements and in cooperation with Recreation Supervisor.
- ◆ Plans, coordinates and executes all aspects of one special event or program within Internship period.

## POOL/PARK OPERATIONS

- ◆ Assists Recreation Supervisor with the operation of the swimming pool on a day-to-day basis and enforces pool policies and regulations.
- ◆ Assists in performing routine pool maintenance tasks.
- ◆ Assists in the coordination of shelter house reservations.
- ◆ Assesses park areas in need of maintenance and advises the Parks & Recreation Director as to needs for replacement/repair.
- ◆ Responds to and relays citizen ideas/complaints/needs as necessary to the Parks & Recreation Director for consideration.

### Supervision

- ◆ Assists in recruitment, training and supervision of capable staff for various Department sponsored activities.
- ◆ Assists in providing direction to seasonal staff on a day-to-day basis as needed.

### Miscellaneous

- ◆ Wears proper attire at all times.
- ◆ Reports to work regularly and promptly.
- ◆ Maintains cordial, professional relations with public and sets example in conduct for entire staff.
- ◆ Other duties as assigned.

## REQUIREMENTS:

### Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing.
- ◆ Aptitude for office procedure, cash management and mechanics.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Ability to work with the public.
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively.
- ◆ Ability to recognize and protect confidential information.
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data.

### Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position.
- ◆ Must have body flexibility including multi-limb coordination.
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position.
- ◆ Must be able to speak and write adequately to perform essential functions of the position.

- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces.

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Must be able to concentrate, memorize and reason logically.
- ◆ Ability to respond to emergencies effectively, to changes effectively, and to directives effectively.

Qualifications

- ◆ Enrolled in Internship coursework at an institution of higher education.
- ◆ Possess a valid driver's license.

RATE OF PAY

- ◆ \$8-12 per hour

APPLICATION PROCESS

- ◆ Application material must be submitted no later than April 1<sup>st</sup>.
- ◆ Interviews will take place immediately after application deadline.
- ◆ Start date is flexible.
- ◆ Submit a completed resume, cover letter and list of completed, relevant coursework to:

**Brice Soeken**  
**Director of Parks & Recreation**  
**5240 Belinder Road**  
**Fairway, KS 66205**  
**913-262-0350 Ext. 5300**

Approved by City Council on February 12, 2007