



**POTTSTOWN AREA HEALTH & WELLNESS FOUNDATION
JOB DESCRIPTION**

POSITION TITLE: Parks and Recreation Research Intern (PRRI)
REPORTS TO: Program Officer for Recreation and Health and the Pottstown Area Regional Parks Planner
EFFECTIVE DATE: June 1, 2021

Summary/Objective:

The Pottstown Area Health & Wellness Foundation is seeking an intern to support the Pottstown Area Regional Parks Planner with collecting data on community parks and park visitors, to inform parks and recreation strategic efforts.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under the supervision of the Program Officer for Recreation and Health and the Pottstown Area Regional Parks Planner, the PRRI will:

1. Gather information on levels of park use, visitor demographics, and park behaviors in community parks
2. Monitor trail use with infrared trail sensors
3. Support the training of volunteers in data collection efforts
4. Manage data and prepare reports to effectively communicate results
5. Communicate updates to the Pottstown Area Regional Recreation Committee
6. Represent the Foundation in a friendly and professional manner

Competencies

1. Job knowledge
2. Technical capacity (Microsoft products, other web-based software)
3. Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
4. Self-motivated
5. Self-management skills
6. Quality
7. Quantitative and analytic skills

Supervisory Responsibility: None

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Under current COVID-19 circumstances, this position will be primarily remote. It will require regular visitation to regional parks and communication with park visitors and attending meetings, either remote or in person. Use of Personal Protective Equipment (PPE), such as gloves and face masks, is strongly encouraged during these visits, and will be provided by the Foundation. COVID-19 screening may be required upon arrival at Foundation office, and adherence to all COVID-19 procedures is expected.

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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.

While performing the duties of this job, the employee is regularly required to talk or hear. This position will spend time outdoors in various types of weather.

Position Type/Expected Hours of Work

This is a part-time, temporary, hourly position for approximately 12 weeks (June 1 – August 16, 2021) and 20 hours/week. Schedule may vary on weekly basis. Flexibility will be provided when possible. Some weekends and evenings may be required.

Travel

This position will require local travel to neighborhood and regional parks.

Required Education and Experience

Candidate must be currently enrolled in a college or university and pursuing a degree in outdoor recreation, natural resource management, park management, land planning/design or related degree.

Preferred Education and Experience

Experience conducting surveys and utilizing survey software
Demonstrates quantitative and analytics skills

Additional Eligibility Qualifications (if applicable)

Wage: \$11.00/hour;
Mileage reimbursement for work-related travel

Work Authorization/Security Clearance (if applicable)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Foundation-wide specifics

1. Is familiar with Foundation's mission and vision
2. Attends weekly staff meetings
3. Complies with all Foundation policies and procedures
4. Demonstrates flexibility in response to unexpected changes in workload, staffing and scheduling
5. Performs all other related work as requested by President, Board members and Committee Chairs
6. Applies principles of confidentiality to all Foundation matters

Parks & Recreation Research Intern

Date

Job Description: Parks and Recreation Research Intern

Craig Colistra, Program Officer

Date

Dave Kraybill, President

Date

Rose Walters, Office Manager, SHRM-CP

Date