

CITY OF RANCHO PALOS VERDES

RECREATION & PARKS INTERNSHIP OPPORTUNITY (Open Until Filled)

POSITION DEFINED

Performs a variety of general and operational support duties, including conducting research, drafting, assembling public information documents, soliciting quotes for special projects, preparing reports, and may perform other administrative duties for the Recreation & Parks Office. Receives general supervision from the Recreation & Parks Director or designee.

DUTIES

Updates and maintains a variety of department records and files.

Prepares exhibits, reports, documents, and correspondence as directed, including creation of PowerPoint presentations and staff reports. Performs other assigned duties as needed.

Responds to requests for information from residents.

Reviews and assists with processing of invoices, purchase orders and timesheets.

QUALIFICATIONS

Graduated from an accredited university or college program in recreation, public administration, or a closely related field; currently enrolled in a post-graduate degree program in any of the above mentioned disciplines.

A commitment to work at least ten hours per week.

Excellent written, verbal, and interpersonal skills.

Self-motivated.

Valid Class B California Driver's License or acquisition of Class B license within 3 months of hire date.

GENERAL INFORMATION

Start Date: Immediately

Work Schedule: Minimum of ten hours per week - Six month duration

Salary Range: \$10.92 – \$19.61 (depending upon qualifications)

MAIL A COMPLETED APPLICATION TO:
City of Rancho Palos Verdes
30940 Hawthorne Blvd., Rancho Palos Verdes, CA., 90275

CITY APPLICATIONS: <http://www.palosverdes.com/rpv/>