



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-time**)
DEPARTMENT.....: Parks and Recreation
DIVISION.....: Recreation
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 03/2018
REPORTS TO.....: TPR Director/Executive Secretary
REVIEWED.....: 03/2018
WAGES.....: Hourly

*****PLEASE SUBMIT YOUR CURRENT
TRANSCRIPT WITH APPLICATION *****

SUMMARY:

This position is under the general supervision of the Director and Executive Secretary. The Intern will perform duties related to the day to day operations associated with the clerical staff.

BASIC FUNCTIONS:

1. Perform duties associated with updating the TPR registration files.
2. Perform duties associated with updating and organizing the team rosters.
3. Assist answering the telephones and taking messages when necessary.
4. Perform all other duties assigned by the Director and Staff.

OTHER REQUIREMENTS:

1. Ability to communicate well, orally and written.
2. Maintain a positive working relationship with employees and the public.
3. Maintain a positive attitude.
4. Keep confidential information private.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** in a University or Community College by **May 2018**.
3. Ability to work well with others
4. Knowledge of safe working practices.