

COMMUNITY SERVICES DEPARTMENT

Arrillaga Gymnasium Internship Program

600 Alma Street, Menlo Park, CA 94025 (p) 650.330.2220 (f) 650.324.1721



OVERVIEW

This position requires a high level of skill and the ability to acquire substantial technical competence. Applicant must be able to take initiative, be responsible and correct errors as needed. Good interpersonal communication skills, the ability to think critically and the flexibility to work both independently and within a group environment are required. Must be a quick learner with the ability to assess situations and make sound, independent decisions. Ability to perform complex tasks without detailed supervision. Must also have strong computer skills, presentations skills and the ability to speak, write and effectively communicate fluently in English (Spanish a plus).

QUALIFICATIONS

Strong organization and intrapersonal skills, ability to work autonomously

Demonstrated excellent customer service skills

Ability to coordinate and work with diverse populations, co-workers and customers.

Experience with Youth and Adult Sports Leagues

Experience with Microsoft programs including: Word, Excel, PowerPoint, Outlook, and Publisher

Experience with Internet Explorer and Social Networks

Experience with Photoshop a plus

Experience with reservation software

Current CPR/AED/1st Aid certified

RESPONSIBILITIES

Assist with event management duties including event planning, marketing, directing staff, and managing event budgets.

Actively participate on various committees as needed.

Assist with Gym Front Desk responsibilities including: Drop-in Basketball/Volleyball, picnic/tennis reservations and tennis key purchases.

All other duties as assigned by supervisor

TIME COMMITMENT

Full Time Internship (28-40 hours/week)

Must be flexible to work evenings and weekends

COMPENSATION

\$14-\$15/hr DOE

REPORTS TO

Todd Zeo