

THE CITY OF KNOXVILLE  
**CIVIL SERVICE**  
**JOB ANNOUNCEMENT**

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

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# Recreation Intern

## Temporary/Part-Time Positions

Drug testing is required for entry-level appointments.

**HOURLY RATE OF PAY:** \$9.00/hour

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

**APPLICANTS MUST SUBMIT AN OFFICIAL ONLINE APPLICATION FOR CONSIDERATION.** The City of Knoxville only accepts online applications. To apply, go to [www.knoxvilletn.gov](http://www.knoxvilletn.gov). If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

**Attention: All applicants for Internship must submit a copy of most recent transcripts, class schedules, and official Student ID with the application in order to be considered. Applications not containing these items cannot be processed.**

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### JOB DESCRIPTION:

These positions are for students with an interest in the area of Parks and Recreation.

These are temporary part-time positions. Scheduled hours of work and job duties may vary from department to department.

Under close to general supervision, performs a wide variety of para-professional/technical duties in support of The Parks and Recreation Department. Work assignments vary. Examples of work that may be performed by a Recreation Intern include: conducts research for assigned department; assists with complex or comprehensive projects or solely handles smaller projects; provides professional/technical input to supervisory personnel; conducts surveys, analyzes data and formulates recommendations.

Documentation of continued student enrollment is required. Class schedules must be submitted prior to employment (unless working during an off term). Transcripts must be turned in at the end of the semester to ensure continued employment as an Intern. Progress toward a degree must be demonstrated for Interns who work longer than one school year. The maximum duration permitted for a Recreation Intern or Intern I is 1,560 hours, to be worked within three (3) years from the date of first employment as a Recreation Intern or Intern I. An individual may work as a Recreation Intern, Intern I, and also as an Intern II. In such case, an individual would have a duration limit for Recreation Intern or Intern I and another duration limit for Intern II. However, in no event shall the combined hours for a Recreation Intern, Intern I, and Intern II exceed 2,080 hours.

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### MINIMUM REQUIREMENTS

**Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline:**

- Must be enrolled in an accredited university/college program, or be between sessions (i.e., summer break).
- Must be an undergraduate student with twenty-four (24) semester hours (or equivalent quarter hours) completed and a minimum current course load of nine (9) semester hours (or equivalent quarter hours) or be off for the term (e.g., summer term).
- In order to work as a Recreation Intern in an off term an individual either:
  - (1) must have worked the previous term as a Recreation Intern while carrying nine (9) semester hours (or equivalent quarter hours), OR
  - (2) must have completed twenty-four (24) semester hours (or equivalent quarter hours) the previous term.

A detailed position description is available for review upon request in the Civil Service Department.

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**EXAMINATION**

No formal selection procedure exists for this classification. Applicant names will be forwarded to the requesting Department for consideration until all vacancies are filled.

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***Note: Background checks will be conducted.***

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

**The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.**