

JOB DESCRIPTION

TITLE: Intern
REPORTS TO: TBD
FLSA STATUS: Non-Exempt
DATE: December 8, 2021

SUMMARY

Introduction to community management and project support, depending on experience and education, in areas such as:

- Building and Planning
- Code Enforcement
- GIS/Mapping
- Infrastructure
- Administration
- Accounting
- Community Relations
- Communications

POSITION TYPE/EXPECTED WORK HOURS

Full- or part-time depending on qualified candidate availability. Dependability and punctuality are mandatory. The administrative office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. There may be some extended work hours on an as needed basis. Currently, RFSA offers a 9/80 option to full-time employees as well. Attendance policies must be followed as outlined in RSFA Employee Handbook.

REASONING ABILITY

Ability to solve practical problems and deal with a number of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, you may be required to sit for long periods of time, use your hands, lift, pull, lift overhead, climb stairs, balance, walk, stoop, crouch or crawl, kneel, talk, and hear; and/or taste and smell. Employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to airborne particles (dust and dirt). The noise level in the work environment is usually moderate.

OTHER DUTIES

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.