

GREAT PARKS OF HAMILTON COUNTY
VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Unpaid Riding Center Clerical Intern

DEPARTMENT: Winton Woods Riding Center

LOCATION: 10073 Daly Rd., Cincinnati, OH 45231

REPORTS TO: WWRC Staff & Volunteer Services

JOB DESCRIPTION: The clerical internship is meant to provide broad-spectrum experience in office organization at a riding center serving approximately 300+ customers per week. Interns will be encouraged to observe and participate in duties, which may include greeting customers; answering inquiries and providing information regarding prices, programs, park offerings, etc.; checking daily telephone messages; returning calls and emails; taking registrations for equestrian programs; organization of record keeping.

SKILLS DESIRED: Interns filling this position will have a prior skill base in communication, basic computer skills and organization. Must be comfortable conversing verbally with others in person and by telephone.

PHYSICAL REQUIREMENTS: The intern frequently sits for extended periods of time.

EQUIPMENT OPERATED: Computer, printer, phone system.

WORKING CONDITIONS: Normal office working conditions, though sometimes noisy.

To apply, please complete Great Parks volunteer application and send resume and cover letter to WWRC Manager Rachel Neumann at rneumann@greatparks.org.

