



Sports and Recreation Ministry of First Methodist Houston

Quillian Recreation Center
Student Field Work / Intern
Job Description
(Summer 2009)

- Administration: Assist staff with summer camp registration, run reports, manage accounts, and assist customers with on-line registration process. Student will be exposed to agencies budget process, promotions and marketing plan, staff training, scheduling and evaluations. Student will engage the public providing quality customer service daily. Student will assist with other administrative duties as needed, attend staff meetings, and Board of Director's meeting.
- Programming: Student will assist Summer Day Camp Directors with daily operations of camp. Duties would include leading groups, teaching specialty camps, organizing special events and activities. Student will be exposed to the ACA accreditation process assisting staff with standards and compliance. Student will also work with staff on other programs outside summer camp such as athletics, aquatics, concessions, and special events.
- Facilities/Operations: Students will assist Athletic Director with field maintenance as it relates to sporting events. Swimming pool operations, transportation issues and equipment maintenance will be introduced.



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Student Field Work / Intern Opportunity

Quillian Recreation Center is the recreation ministry of First Methodist Houston. Since 1959 Quillian Center has provided leisure opportunities for the members of First Methodist and the community. Through youth and adult sports, summer day camp, after-school care, enrichment programs and special events, Quillian Center continues to offer a variety of activities that meet the needs of the average citizen.

Quillian Center presents an excellent opportunity for students in Recreation Administration or Physical Education to learn first hand how this non-profit organization works within the community and as a vital ministry within the church. Quillian Center will work with you and your advisor as it relates to hours, pay, reports, interviews, etc. Please note transportation and housing are not provided. Student must complete all application procedures including criminal background check and Safe Sanctuary orientation class. Please see the attached job description for details. For more information contact:

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