

INTERNSHIP GOALS

The goal of the Denver Parks and Recreation Internship program is to provide an intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The program also offers interns the opportunity to gain experience in planning, organizing, leading and evaluating various recreation programs. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies; thus, allowing realistic direction to further professional development.

INTERNSHIP REQUIREMENTS

Completion of University requirements with a minimum G.P.A. of 3.0 in Recreation coursework and:

1. **Orientation:** Learn departmental and center policies and procedures.
2. **Special Project:** The intern and their supervisor will determine the type and scope of project. The intern will plan, organize, promote, implement, purchase supplies (if necessary) and present the project for evaluation.
3. **Class/Program Instruction:** The intern will teach at least two different classes/programs for the duration of the internship.
4. **Center/Program Observation:** The intern will visit three recreation centers or programs and write a one-page report focusing on program variety, facility features and type of community addressed by the center or program.
5. **Meetings:** The intern will attend a Supervisor Meeting, CTRS Grand Rounds or CTRS Networking meeting.
6. **Additional Assignments:** Throughout the internship, staff members will delegate assignments that are important to the success of the Special Needs Program. Therefore, successful completion of all assigned tasks by the intern is required.

JOB DESCRIPTION

Description of Responsibilities:

- Organize and implement programming for participants of all ages and abilities
- Coordinate special events; produce informational flyers and promotional materials
- Provide office support assistance
- Assist with center/program budget
- Assist with program supervisory responsibilities
- Participate in program staff & participant meetings

Description of Work:

- General office, data entry and computer support (such as Word, Excel, Publisher, etc.)
- Provide program staff assistance
- Lead recreation activities/programs
- Administer assessments, develop goals and objectives, documentation, and complete discharge summaries
- Other duties as assigned

Job Requirements:

- Strong organizational and time management skills
- General knowledge of recreation programs
- Knowledge of aquatics, athletics, fitness and/or arts and crafts
- General knowledge of program organization and implementation
- Ability to instruct, lead and supervise individual/group activities
- Ability to follow oral, written and demonstrated instructions
- Ability to establish and maintain effective communication and working relationships with other employees, participants and public
- Initiative and willingness to learn

INTERN RESPONSIBILITIES

- Understand center/program and departmental policies
- Perform all duties assigned in a professional and efficient manner
- Wear appropriate attire
- Develop an awareness of center/program needs and concerns of the participants
- At the time of application, notify supervisor of any extended known leaves of absence. Once enrolled in internship, notify your supervisor of any absences in advance (if possible)
- Consult supervisor for clarification and/or direction regarding issues and procedures
- Prepare and participate in weekly meetings with supervisor to assess internship progress
- Submit a final evaluation of the internship to supervisor
- Route all correspondence to supervisor. Supervisor (or assigned staff) signature must accompany intern's signature on all correspondence
- Access to reliable transportation

AGENCY RESPONSIBILITIES

- Educate intern regarding program/center/departmental policies and procedures
- Provide meaningful and varied experiences that will enhance intern's professional development
- Provide NCTRS certified supervisor who will provide direction, counseling and supervision to the intern
- Plan and organize supervised work experience that is practical to the intern
- Educate staff regarding internship program
- Assign inter position comparable to the responsibilities of the beginning, full-time recreation employee that is compatible to the intern's abilities and career goals
- Evaluate intern's performance and provide constructive analysis
- Evaluate the performance of the intern on behalf of college professor

INTERNSHIP INFORMATION

Recreation internships are available throughout the year. The length of internship is 15 weeks, 40 hours/week (including weekend and nights), resulting in 600 total working hours. A probation period of the first two initial weeks of employment will be instituted. During that time period, the Recreation Supervisor reserves the right to dismiss an intern if it is determined the intern is not adequately prepared to perform the functions required of the internship.

APPLICATION PROCESS

Winter/Spring Internship:

Duration: January/February – April
Application Deadline: October 1st

Summer Internship:

Duration: May/June – August
Application Deadline: February 1st

Fall Internship:

Duration: September – December
Application Deadline: April 15th

Note: Interested applicants may call after the application deadline date to inquire if an intern position is still available.

Materials required to apply:

- Cover Letter
- Internship application (included in this packet)
- Current college transcripts (copies are acceptable)
- A letter of recommendation
- Resume

Please send completed application packet materials to:

Special Needs Program
Denver Parks & Recreation
1849 Emerson St.
Denver, CO 80218
Attn: Internship Coordinator

OR

Fax to: 720.865.0821

OR

Email to: snpctrs@ci.denver.co.us

Please call 720.865.0822 for any additional information and/or questions