

Denver Parks and Recreation- Internship Program

Parks and Recreation Overview

Denver, Colorado is known as a “city in a park” and has over 250 urban parks that total over 4,000 acres, more than 500 acres of natural areas, 240 miles of trails, 300 acres of maintained medians and parkways, 300 ball fields and multi-use athletic fields, over 14,000 acres of mountain parks, 16 outdoor pools, 13 indoor pools, 27 recreation centers, over 145 playgrounds, and 2 buffalo herds. The park system also includes Mount Evans, which has the highest paved auto road in North America. The Department of Parks and Recreation manages all of the diverse assets that are located with 4 counties – Denver, Douglas, Jefferson, and Clear Creek. In the annual Citizen Survey, Denver citizens consistently rate Denver Parks and Recreation parks of 85% in satisfaction for parks and over 75% for recreation programs and services, which is above the national average for similarly sized cities. With over 300 days of sunshine combined with an active and vibrant community, citizens love their parks! Providing a diversity of recreation facilities and programs for youth, adults, adaptive recreation, and active older adults, DPR continually seeks to improve and increase available programs and opportunities to the citizens of Denver.

Internship Goal

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 internship also offers the opportunity to gain experience in planning, organizing, leading and evaluating various recreational 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.

Job Description

Job descriptions for each intern will be tailored to their interests. Recreation internships are available throughout the year. The length of internship is 12-13 weeks, 40 hour/week (which may include weekend and nights), resulting in 480-520 total working hours. A probation period of the first two initial weeks of the internship 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.

Internship Requirements

- Eligible candidates shall have taken university course work related to the internship opportunity.
- Each eligible candidate shall complete a Denver Parks and Recreation internship application.
- Each eligible candidate shall include a current transcript of university course work. A minimum overall GPA of 2.8 is required.
- Selected candidates shall meet department standards for drug screening, background check, and driving record review, as required by a particular position, as well as be eligible to work in the United States (if applicable).

Internship Program Requirements

Interns are representatives of Denver Parks & Recreation, their college/university and their community. The department is committed to providing each Intern with the highest on-the-job-training possible. In turn, each Intern is responsible for making the most of this opportunity. Below is a list of required assignments each Intern must commit to, prior to and during an internship:

- **Orientation**- Learn departmental and center policies and operations.
- **Special Project**- The intern and program 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.
- **Class/Program Instruction**- The intern will teach at least two different classes/programs for the duration of the internship.
- **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.
- **Meetings**- Attend one of each of the following.
 - A community meeting
 - A Denver City Council Meeting
 - A Supervisor Meeting
 - A CPRA meeting
- **Additional Assignments**- Throughout the internship, staff members will delegate assignments that are important to the success of operations and programs. Therefore, successful completion of all assigned tasks by the intern is required.

Intern's 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 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
- Provide meaningful and varied experiences that will enhance intern's professional development
- Provide direction, counseling and supervision to intern
- Plan and organize supervised work experience that is practical to intern
- Educate staff regarding internship program
- Assign intern 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

Application Procedure:

All of the following must be completed to be considered:

- **Intern Application** (www.denvergov.org/jobs)
- **Cover letter** (Attach to Application)
- **Resume** (Attach to Application)
- **Transcript documenting 2.8 GPA** (Attach to Application)
- **Letter of recommendation from his/her advisor** (Attach to Application)
- **An email, sent to Kelly Kitts, stating your interest in the DPR intern program.**
- **Application materials must be received by:**
 - March 15, 2013 (Summer Internships)
 - May 15, 2013 (Fall Internships)
 - October 15, 2013 (Winter/Spring Internships)

Please follow the following steps to officially apply for an internship with Denver Parks and Recreation department.

1. Go to www.denvergov.org/jobs
2. Click on the blue button called “Search Jobs”
3. Look for the position called “Internship at City & County of Denver”
4. Right above the description you will find a link called “Apply”, click there and you will have to create an account to log on.
5. Complete the application fully and be sure to complete all of the information completely including school transcripts and letter(s) of recommendation.
6. If you are unable to complete the application all at once, you are allowed to save your information and return to the application at another time.

For questions, please contact:

Kelly Kitts (Recreation Supervisor)
kelly.kitts@denvergov.org
720-865-0740

Marion Lujan (Career Development Specialist)
Marion.lujan@denvergov.org
720-913-5622

For more information about the Parks & Recreation Department, please view our website at:

www.denvergov.org/recreation