

Department of Parks and Recreation Internships

General Information

Purposes and Benefits:

This internship program was designed to meet a growing demand for practical experience, to satisfy college curricula requirements and to prepare students for possible employment in the department. Both students and the department stand to benefit from the internship experience. The intern shall work under the direct supervision of a designated park staff person, creating a meaningful experience for the student and satisfying university requirements.

Internship Program Objectives:

Our goals are to provide you with the following opportunities:

- To apply academic course work to a hands-on practical experience.
- To problem solve in a work environment.
- To exchange ideas with professionals in the field.
- To gain pride and appreciation in the field.
- To gain competent skills in a variety of settings.
- To expose the Intern to projects and opportunities that will provide practical experience for future job opportunities and which support and contribute to the Parks and Recreation Department's delivery of services.

When Internships are Available and Duration:

The Montgomery County Department of Parks and Recreation Intern Program has three sessions - spring, summer, and fall.

Fall - Intern positions for September - December (deadline for application August 1)

Spring - Intern positions for January - April (deadline for application December 1)

Summer - Intern positions for May - August (deadline for application – April 1)

Exact starting and ending dates will be arranged between the intern and the supervisor. Internships typically run during the indicated months; however, it may be possible for other arrangements to be made.

Interns are expected to work a 40-hour work week for the duration of the internship program. Some exceptions apply depending upon the service area and situation. These hours may include evening and/or weekend hours.

Eligibility:

Any student who is currently enrolled at an institution of higher education is eligible to apply to the Intern Program. This includes undergraduate and graduate programs. If you attend a college or university, you must be of at least a junior standing by the end of the semester you are currently completing.

Compensation:

Compensation is not provided for internships. It is our philosophy that the Department and the student have a partnership. The Department provides the Intern with the required knowledge and experiences to fulfill the internship standards of the school or university and provides valuable learning experiences for the Intern. In exchange, the Intern enhances the Department's programs by providing fresh, new ideas and suggestions.

College Credit:

Many schools offer academic credit for internships. To determine if your school offers credit and the requirement of obtaining credit for a state internship, **you** must contact your academic advisor or your school's career placement office.

Applying for Internships

Below you will find the selection criteria and the procedures for applying to internship positions. If you have any questions, call Parks and Recreation at 540-382-6975.

Selection Criteria:

- Demonstrated creative leadership.
- High standards of excellence in performing duties.
- ENTHUSIASM -- profound interest in the field of Parks and Recreation.
- INITIATIVE!
- Good judgement.
- Ability to adapt to new situations calmly and effectively.
- Neat and appropriate appearance.
- Ability to maintain good rapport with supervisors, co-workers and the public.
- Dependability and responsibility
- Good written and verbal communication skills.
- Acceptance and understanding of the stated internship responsibilities.

Procedures for Applying:

1. Prospective Interns must obtain approval of their academic advisor before contacting the Montgomery County Parks and Recreation Department.
2. Prospective Interns must complete a Montgomery County Employment Application and a Parks and Recreation Internship Application. A current resume may also be submitted. If a candidate indicates more than one interest area, the application will be circulated in order of placement preferences.
3. Prospective Interns will be scheduled for an interview (phone or in person) with appropriate supervisor(s) after review of submitted applications.
4. Notification of acceptance will be given within thirty days of the interview.
5. Upon acceptance, it is the intern's responsibility to schedule a starting date for the internship.
6. An agreement must be completed between the intern, the College/University and the Department of Parks and Recreation. Should the College/University not have an agreement the Department of Parks and Recreation will provide an Internship Agreement.
7. Interns are respected as professional members of the Montgomery County Parks and Recreation Department. Performance will be regularly evaluated to maintain high departmental standards and to satisfy the intern's educational requirements. The Department reserves the right to end an internship if it is deemed in the best interest of the Department.
5. Interns are expected to know and comply with the policies and procedures of the County and Department.
6. Interns will be evaluated and given credit for completed work, according to University policies.

Internship Policies and Responsibilities

The principle purpose of the Parks and Recreation Intern Program is to assist students in making an effective transition from the classroom to the professional world. It is designed to give students the opportunity to explore the parks and recreation field and discover where their interests lie. The key to a successful internship program is competent supervision. The department assumes full responsibility for the supervision of the intern. All supervisors have abundant experience in the parks and recreation field and are open to new ideas and creative approaches to program and facility management. As an intern, it is your responsibility to be professional when you represent the Montgomery County Parks and Recreation Department. It is our goal to provide exceptional and efficient customer service to the individuals who use our facilities, participate in our programs and visit our public lands. We also communicate courteously and responsively to the public, co-workers and volunteers. This component enhances your opportunities for future employment in the field of parks and recreation.

Responsibilities of the College or University Advisor:

- Understand the Montgomery County Parks and Recreation Department programs, program goals, and objectives to facilitate appropriate intern placements with the Department.
- Inform interns of the proper procedure to secure an internship.
- Observe, supervise, evaluate and counsel the student during the internship through formal visitation or by telephone (for out-of-state students), preferably twice per tenure for each student.

Responsibilities of the Parks and Recreation Supervisor:

- Provide an opportunity to gain practical experience under professional leadership.
- Prepare the Montgomery County Parks and Recreation Department staff for the intern's arrival as a co-worker.
- Provide a formalized, professional orientation program.
- Gradually educate the intern about the Department's programs and facilities. Acquaint the intern with the resources, policies, regulations and administrative procedures of the Department.
- Provide a broad, well-rounded experience for the intern.
- Encourage the intern in as many leadership opportunities as possible.
- Assign specific projects and experiences to be accomplished during the internship.
- Provide constructive and complete performance evaluations (mid-internship and post internship).
- Schedule conferences with the intern as appropriate.

Responsibilities of the Intern:

- The intern will have had sufficient education, practical work experience and observation experience to fulfill their university's requirements for internship eligibility.
- The intern will have no conflicting commitments during the internship. Interns must be available to work at all times, including weekdays, evenings, and weekends as scheduled by the intern supervisor.
- The intern will know and follow the Montgomery County policies and procedures.
- Interns must obtain and complete a Montgomery County Employment Application and an Internship Agreement (if agreement is not supplied by the College/University) before the beginning of the internship.
- The intern is responsible for their own transportation, room, and board.
- The intern will learn the organizational structure of the Montgomery County Parks and Recreation Department.
- The intern must complete written mid and post-internship evaluations of their experience.
- The intern will complete and provide copies of any other relevant reports required by the College/University to the Department of Parks and Recreation.

Internship Opportunities

Administration

Supervised by Mitchell Haugh, Director of Parks and Recreation
Phone: 382-6975 e-mail: haughmb@montgomerycountyva.gov

Aquatics

Supervised by Mark Aker, Recreation Supervisor
Phone: 382-6975 e-mail: akerma@montgomerycountyva.gov

An internship in this area will involve aquatics facility management and administration of aquatics programming. Facility management includes administration, pool maintenance, water chemistry and purchasing procedures. Aquatic programming includes lesson programming, public swim operations, brochure preparation, staff meetings, special projects, and related duties as assigned.

Positions available: Summer Only

Athletics

Supervised by Chris Slusher and Andy Mabe, Recreation Supervisors
Phone: 382-6975 e-mail: slusherce@montgomerycountyva.gov and/or mabeal@montgomerycountyva.gov

An intern will gain experience in programming, budgeting, and administration of athletic programs. Responsibilities include publicity and information, working with leagues, instruction, tournaments, camps, scheduling, updating brackets, supervising, score keeping, public relations, risk management reports, checking field maintenance, purchasing awards, scheduling concessions, coaching, assigning part-time employees, and survey comparisons.

Positions available: Fall, Spring and Summer.

Community Recreation Programs – Youth & Adult

Supervised by Mark Aker or Brad Buchanan, Recreation Supervisors
Phone: 382-6975 e-mail: buchananbt@montgomerycountyva.gov and/or
akerma@montgomerycountyva.gov

The intern will gain experience in staff development and management, budget preparation and management, brochure preparation, purchasing procedures, staff meetings, special projects, program development and evaluation, general program operations and will assist with related duties. These programs are geared toward youth ages 6-16 and are run at school and library locations.

These programs provide recreation and service learning opportunities to youth residents. Working on site in communities, staff and volunteers plan and implement activities designed to promote healthy development and positive lifestyle choices among youth residents. While this program offers an excellent opportunity to develop youth programming skills, its real value lies in allowing the intern to develop knowledge, skills and sensitivity toward culturally and economically diverse populations. Responsibilities include: program development and implementation, volunteer management, identifying and assessing community resources, and coordinating programming partnerships and collaborations. Will involve working with both primary and secondary age groups. Experience working with youth of all ages in a recreational capacity is recommended.

Positions available: Fall and Spring Only.

Outdoor Recreation

Supervised by Brad Buchanan, Recreation Supervisor

Phone: 540-382-6975 e-mail: buchananbt@montgomerycountyva.gov

An internship in this area will involve all aspects of programming and implementing outdoor recreation activities along with work on park planning and development. Responsibilities include working with groups in an outdoor setting, planning and co-leading activities such as canoeing, kayaking, rockclimbing, caving and more. In addition work will be done on marketing and promoting of programs and classes and in conjunction with the County Planning Department work will be done on developing new parks and amenities and developing maintenance schedules for park facilities. Intern will also work with a variety of community organizations and handle other related assignments.

Positions available: Fall, Spring and Summer.

Special Populations – Senior Citizen and Tours

Supervised by Kemvia Adams-Bush, Recreation Supervisor

Phone: 540-382-6975 e-mail: adams-bushkj@montgomerycountyva.gov

Interns have the opportunity to experience many aspects of senior citizens and therapeutic recreation programs. Responsibilities include program planning, implementation and evaluation, marketing, public relations, risk management and more. Work in this area will provide opportunities for special populations to enrich their lives through specialized recreation programs and opportunities.

Positions available: Fall, Spring and Summer.

Special Events (seasonal)

Supervised by Mark Aker, Recreation Supervisor

Phone: 540-382-6975 e-mail: akerma@montgomerycountyva.gov

Interns will experience all aspects of producing moderate to large special events. Responsibilities will include logistical arrangements, entertainment, security, children's activities, vendor relations, sponsorship development, ticket sales and other related duties.

Positions available: Fall, Spring and Summer.

Summer Youth Programming

Supervised by Mark Aker, Recreation Supervisor

Phone: 540-382-6975 e-mail: akerma@montgomerycountyva.gov

Professional interns will be provided with an excellent hands on recreation experience, acquiring valuable work skills and knowledge in the operation of the Summer Play Camp. This program provides the youth of Montgomery County with the opportunity to participate in a variety of activities including innovative arts, active games, field trips, and sports games. Interns will gain important work experience and knowledge in the administrative aspect of the organization (budget, hiring, payroll, customer service, staff relations, evaluation, risk management and marketing), as well as in planning, organizing and implementing creative recreation activities. The professional intern must be responsible, sensitive, patient, innovative and have the ability to lead and work with children. These programs include working with youth, ages 6-13. Interns will be required to have a First Aid and CPR certification card.

Positions available: Summer.

Parks and Recreation Internship Application

Date: _____

Name: _____ Phone: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

Permanent Address: _____

City: _____ State: _____ Zip code: _____

When would you like to intern? (List first two choices of dates or seasons)

1. _____ 2. _____

Do you have access to a vehicle? _____ YES _____ NO

University or College: _____

Advisor: _____ Phone: _____

Professor's e-mail: _____

Address: _____

City: _____ State: _____ Zip code: _____

Emergency contact:

Name: _____ Phone: _____

Permanent Address: _____

City: _____ State: _____ Zip code: _____

Relationship to intern _____

College Level Completed: Junior Senior Grad Student

Major: _____ Degree: _____

Number of weeks your university or college requires for your internship: _____

Indicate Areas of Interest (if interested in more than one - number in order of preference)

_____ Administration

_____ Aquatics (Summer Only)

_____ Athletics

_____ Community Recreation Programs (Fall and Spring Only)

_____ Outdoor Recreation Programs

_____ Special Populations - Senior Citizen and Tours

_____ Special Events

_____ Summer Youth Programming (Summer Only)

- ❖ **Please submit a Montgomery County Employment Application with this form.**
- ❖ **You may also submit a resume with this application.**

Please print and mail this application to:
Montgomery County Parks and Recreation Department
755 Roanoke Street – Suite 1E
Christiansburg, VA 24073

Internship Agreement

The internship student, Montgomery County Parks and Recreation Supervisor, and the College/University Internship Coordinator agree to these responsibilities for the duration of the student's placement as stated below.

When signing the Internship Agreement, you agree to assume the responsibilities listed for your role.

I, the Internship student, agree to:

1. Perform to the best of my ability those tasks assigned by my supervisor which are related to my learning objectives and the responsibilities of this position.
2. Follow all the rules, regulations and normal requirements of the employer's organization.
3. Fulfill the learning experience under the direction of a faculty sponsor, and consult as needed with my faculty sponsor for guidance and evaluation when receiving academic credit for the placement.
4. Notify the College/University Internship Program and my faculty sponsor of any changes I need to make in the contract or of any problems that may develop during the placement.
5. Provide liability insurance, if it is not provided by the university.

I, the Montgomery County Parks and Recreation Supervisor, agree to:

1. Provide the necessary orientation, training, precautionary safety instruction, and supervision in the performance of the position duties and responsibilities on the reverse side of the contract.
2. Complete a final written evaluation of the student's performance during the placement.

I, the University Coordinator, agree to:

1. Maintain communication and liaison with the student, the Parks and Recreation supervisor, and a faculty sponsor.
2. Assist student, faculty sponsor, and employment supervisor in resolving any problems or difficulties, which may arise.
3. Evaluate the student's placement and assess supervisor's satisfaction with the learning experience.

This position has been approved by the Montgomery County Parks and Recreation Department to further the education objectives of the above student. I agree to the Internship Agreement.

SIGNATURES:

Student Name, printed: _____

Student, signature: _____ Date: _____

University Coordinator: _____ Date: _____

Intern/Agency Supervisor: _____ Date: _____

INTERNSHIP PLACEMENT PERIOD: From: _____ To: _____