



FAIR OAKS

RECREATION & PARK DISTRICT

INTERNSHIP JOB DESCRIPTION

PAY:

\$1,000 stipend per internship – No Benefits

**The first half the stipend (\$500) will be paid halfway through internship. The final half of the stipend (\$500) will be paid at the completion of the internship.*

TERM:

Winter/Spring – January through April

Summer – May through August

Fall – September through December

APPLICATION DEADLINE:

Open Until Filled

APPLICATION PROCESS:

In order to be considered for an internship with the Fair Oaks Recreation and Park District, all candidates must submit the following items:

- Cover Letter
- Resume
- Student Internship Program Details – from Students University
- Letter of Recommendation from Academic Advisor
- Once all application paperwork has been received, the Recreation Supervisor will contact the applicant for an interview. Interviews are conducted in person.

INTERNSHIP OPPORTUNITIES:

Internships are designed to broaden the knowledge, understanding, and skills in a variety of service areas within the Parks and Recreation Department. Internships should provide opportunities for a student to apply educational concepts to real-world situations as he/she discovers a possible career path. In addition, while a student is helping himself, he is also positively impacting the quality of life in the Fair Oaks community.

Internship opportunities are based on Parks and Recreation Department needs, student classification (undergraduate or graduate), student area of interest, and length of internship.

Below is a list of possible opportunities:

- Program Planning and Implementation
- Technical Skills
- Leadership Techniques and Skills
- Organizational Development

- Budgetary Process
- Finance and Accounting
- Facility Planning and Development
- Maintenance Procedures and Techniques
- Marketing and Public Relations
- Community Development
- Human Resources
- Performance Measurement
- Strategic Planning
- Park and Open Space Planning and Design
- Park Maintenance Standards and Procedures
- Research and Evaluation
- Special Events
- Youth Development
- Athletics

TERM:

The internship is currently open for Winter/Spring, Summer, and Fall for approximately ten to twelve (10-12) weeks per internship.

APPLICATION MATERIALS MUST BE SUBMITTED TO:

Fair Oaks Recreation & Park District
 Attn: Nick Davison, Recreation Manager
 4150 Temescal Street, Fair Oaks, CA, 95628
hr@forpd.org
 (916) 966-1036

THE COMMUNITY:

The Fair Oaks Recreation and Park District is an independent special district, organized in 1945 under the Public Resources Code. The District is governed by an elected, five member Board of Directors. Fair Oaks Recreation and Park District, encompassing a twelve square mile area, has nine (9) parks, 4 rental facilities, an amphitheater, a pre-school and other property totaling approximately 123 acres.

The District provides a wide range of recreation programming, including Special Events, Day Camps, Teen Programs and Trips, Adult Sports Leagues, Senior Activities, Youth Programs, Leisure Enrichment Classes, a Preschool, and year-round recreation programs.

The District owns and operates the Community Clubhouse, the McMillan Center, and the Old Fair Oaks Library. In 1992, the District acquired the Fair Oaks Courthouse and renovated it for use as the District Administration building.

BASIC FUNCTION:

The Intern is responsible for the planning, coordination, and operation of selected recreation programs and activities. Weekly hours vary, but generally a minimum of 20 and up to at least 40 hours per week. Various nights and weekends are required. During the course of the internship, the intern will be exposed to and be responsible for a variety of duties.

DESCRIPTION OF RESPONSIBILITIES:

- Organize and implement programming for participants of all ages and abilities.
- Provide office support assistance
- Participate in weekly and quarterly staff meetings.
- General office, data entry and computer support.
- Provide program staff assistance
- Lead recreational activities
- Other duties as assigned Marketing, sponsorship, and overall community outreach.
- Assist with adult and youth sports, youth activities, officiating, summer day camps, preschool, trips and special events.
- Research and prepare an internship project to the District staff and Board of Directors. Project to be determined by the Recreation Supervisor and Intern. Examples include a sponsorship brochure, new event proposal, summer camp curriculum binder, etc.
- Oversee public service announcements for selected District programs and special events, as well as other publicity venues.
- Gain knowledge and training in the current registration software as well as the front desk operations.
- Perform on-site program / instructor / event evaluations and compiles reports.
- Create, plan, teach, and/or instruct a variety of recreation programs.
- Attends planning meetings for District special events.
- Perform a variety of clerical and administrative duties as needed.
- Maintains a weekly schedule of duties performed, a daily journal, and weekly reports.
- Performs various duties as assigned by the Recreation Coordinator(s) and Recreation Supervisor.
- Conduct site visits of recreation programs and park maintenance operations to gain knowledge in both areas and also in how they connect.

JOB REQUIREMENTS:

- Ability to work independently while exercising responsible judgment and initiative
- Maintain a high level of quality customer service
- Excellent oral and written communication skills are a necessity including knowledge of basic office equipment and use of computer programs such as Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to lift fifty-pounds (50 lbs.).
- Strong organizational and time management skills
- General knowledge of recreation programs
- 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 the public.
- Initiative and willingness to learn with a strong desire for continued learning, and an interest in recreation and activity planning is required.

INTERN'S RESPONSIBILITIES:

- Understand program and departmental policies.
- Perform all duties assigned in a professional and efficient manner.
- Wear appropriate attire.

- Develop an awareness of programming 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 (at least two weeks).
- 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 Recreation Coordinator & Recreation Supervisor.
- Route all correspondence to Recreation Supervisor and/or Coordinator(s).
- Access to reliable transportation

AGENCY RESPONSIBILITIES:

- Educate intern regarding District policies and procedures.
- Provide meaningful and varied experiences that will enhance the intern's professional development.
- Provide direction, counseling and supervision to the intern.
- Plan and organize supervised work experience that is practical to the intern.
- Educate staff regarding the internship program.
- Assign the intern a 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 and review.
- Evaluate the performance of the intern on behalf of college professor.

MINIMUM QUALIFICATIONS:

Students seeking or currently working towards a degree in the recreation and/or park management career field. Applicants must have a valid California driver's license with proof of auto liability insurance.

SELECTION PROCEDURE:

All applicants will be reviewed for accuracy, completeness and job-related qualifications. The recruitment process may consist of, but is not limited to, the following: an oral interview, panel interview, and/or a phone interview. A limited number of top applicants will be invited to interview. Finalists may be required to pass a comprehensive medical examination administered by the District's medical consultant, as well as a fingerprint background check.