



**City of Greenfield, IN  
Parks and Recreation Department**

**Student Internship Program**

This manual has been developed to assist students interested in the Greenfield Parks and Recreation Department obtain the best internship experience possible and to prepare them for a career in parks and recreation. The Greenfield Parks and Recreation Internship Program has been designed to give students a comprehensive and practical experience. The objectives of this Internship Program are:

- >Help the student meet university requirements.
- >Contribute to the professional development of the student through interaction with professionals.
- >Benefit the parks and recreation profession by offering a one of a kind working and learning environment to future professionals.
- >Gain knowledge and understanding of public recreation agencies.
- >Test the students' interests and desires for a career in parks and recreation.
- >Support an environment in which the student can utilize classroom knowledge in a professional, real world setting.
- >Develop techniques and skills common in public recreation agencies.
- > Serve as a professional guide to aid the student in best identifying their own career path.
- >Provide the student with assistance in the pursuit of full time professional employment through a variety of job seeking methods.

**Internships are offered for the following Majors and/or Minors:**

- >Park and Recreation Management
- >Recreational Sport Management
- >Leadership/Management (Recreation and Leisure field)
- >Aquatics (summer only)
- >Youth Sport Management

## **City of Greenfield**

### **Parks & Recreation Department Mission**

The mission of the Greenfield Parks and Recreation Department is to be the stewards of the open space, greenways, trails and park land in Greenfield and to serve its citizens by:

- \*Providing responsive and diverse programs and recreational opportunities for all citizens, regardless of race, gender, age, religion or disability.
- \*Being adaptable and flexible in its land use, facility use and programming.
- \*Creating innovative partnerships with organizations with common values.

### **Intern Responsibilities**

In addition to performing your job responsibilities, it is extremely important to keep in mind that you are a representative of the Greenfield Parks and Recreation Department at all times. Whether you are supervising a facility, leading a game or working in the park, your appearance, attitude, and personality is a direct reflection of this Department. What you say and do creates an image for the community. Those participating in an activity or visiting a facility will make important judgments and develop opinions concerning this Department based on you and your ability and desire to provide quality customer service. Act cheerful, courteous, and polite. Remember, your job is to help participants enjoy their leisure experience.

**Some specific areas of Student Intern responsibilities include:**

>Become exposed to all areas of the Greenfield Parks and Recreation Department including recreation programming, facility management, administration, maintenance/landscape, and any other area of special interest.

>Attend all recreation staff and assigned meetings as instructed.

>Complete specific projects assigned by the Intern Supervisor. All projects will benefit both the student as well as the Department.

>Complete all reports and other specifications required by the university/school.

>Submit copies of all reports to the Intern Supervisor for review before sending them to the university/school.

>Consult your Intern Supervisor when confronted by problems which you cannot satisfactorily solve yourself.

>Show initiative and creativity. Make constructive suggestions or proposals.

>Familiarize yourself with regulations, policies, and procedures pertaining to the Greenfield Parks and Recreation Department.

>Be friendly, courteous, and respectful to all program participants and staff of the Greenfield Parks and Recreation Department.

## **Application and Interview**

Upon receiving an **inquiry** from the student regarding an agency Internship, representatives of the Greenfield Parks and Recreation Department will reply with an Application for Internship. The application should be completed and returned to the agency along with the items listed below:

### ***Application***

A current resume

A list of strengths and growth areas as they would apply to the Internship.

Identification of strengths and growth areas are requested to help the agency identify programs that will supplement and aid the development process of the student.

A one page statement of why you are interested in doing your Internship with this agency. This can be accomplished in an introductory letter.

The completed application form.

### ***Application Schedule***

Winter/Spring 2011 Internship application deadline: **October 22, 2011**

Summer 2011 internship application deadline: **February 25, 2011-**

**(also as needed basis OR alternate university/school deadline)**

Fall 2011 Internship application deadline: **June 22, 2011**

Questions? Contact Jeremiah Schroeder, Program Coordinator

[jschroeder@greenfieldin.org](mailto:jschroeder@greenfieldin.org)

***Once the agency has received the above information, an interview may be arranged as follows:***

### ***Interview***

The Supervisor will schedule an interview date and time.

The interview will usually take .50 – 1.0 hours.

The Supervisor will notify the student in writing of acceptance or rejection from the Greenfield Parks and Recreation Internship Program.

**Working Hours**

Interns will be expected to work at least 35-40 hours per week, which may include some evenings and/or weekends. Generally you will be working 8 AM to 4 PM, Monday through Friday, but to complete your job successfully additional hours are required. You will also be allowed one hour each day for lunch. The time of day at which this hour is taken will vary according to your schedule.

If an illness occurs during your fieldwork/internship experience, your Supervisor should be notified as soon as possible. When you are going to be unable to work for any reason, your Intern Supervisor must be notified in advance.

**Dress Code**

Dress will depend on specific assignments. When working in the office, professional attire is important. Due to varying duties, occasionally other types of apparel are appropriate. For all sponsored and community events held by Greenfield Parks and Recreation, the student will wear a staff shirt provided by the Department-if asked to do so.

**Office Space**

Interns will have office space in one of the Greenfield Parks and Recreation Department's facilities. Some facilities are equipped with a desk, supplies, phone, and computer – Intern will have access to all office space amenities as needed.

**Compensation**

The Greenfield Parks and Recreation Department will issue a salary of \$8.50 per hour. Intern is required to use Automatic Direct Deposit and properly complete all Greenfield Parks and Recreation Employment Documents/Payroll Forms.

**Career Assistance**

The Greenfield Parks and Recreation Department provides a number of different career preparation services such as:

Professional education and training opportunities

Resume and cover letter preparation

Access to IPRA, NRPA, job assistance services, and other professional associations.

**Assignments**

Assignments will include but are not limited to:

- \*Recreation Programming \*Staff Supervision
- \*Special Event Planning \*Personnel Management
- \*Facility Management \*Accounting Procedures
- \*Marketing

**Evaluation**

Greenfield Parks and Recreation will provide some form of evaluation at all times. According to each university/school's procedures, the Internship Supervisor will complete a midterm and final evaluation. The evaluation will include verbal and written feedback. It is important that both the Intern and the Supervisor discuss any questions or concerns consistently during the Internship so there are no surprises in the evaluation. Good communication throughout the Internship will help you gain as much knowledge and experience as possible in a short time. The student will have the opportunity to review the written evaluation which is turned in to the university. The Intern is expected to evaluate his or her experiences in writing and to discuss them with his or her Supervisor. Through this process, Greenfield Parks and Recreation can provide a better Internship Program in the future. Your comments and suggestions are welcome and encouraged.

## **INTERNSHIP: SCHEDULE OF EXPERIENCES OVERVIEW (Example Only)**

### **Foundations (5/29-6/23)**

- Leisure Sport Management Model
- Recreational Sport Spectrum
- Who participates in Recreational sports and why
  - Application Exercise (Park Board Presentation Scenario)

### **Program Delivery Systems (6/26-8/4)**

- Fitness
- Instructional Sport
- Informal Sport
- Intramural and Extramural Sport
- Club Sport
  - Application Exercise (Starting a New Sport Program Scenario)

### **Administrative Support Systems & Application (8/7-9/15)**

- Conducting an Assessment
- Evaluations
- Financial Considerations; Budgets
- Risk Management Considerations
- Marketing
- Personnel
  - Application Exercise (Special Event Planning Scenario)

### **Summer “Kid Kamp” (summer season only)**

- Various Assigned Duties

**\*Intern will experience, when possible, real life examples of each experience overview**

**Examples Include, but are not limited to:**

- >**Adult ASA Slow Pitch Softball Leagues** – Competitive and Just For Fun style
- >**Fitness Programming** – Zumba Fitness, Walking Programs
- >**Youth Sport Organizations** – Soccer, Fast pitch Softball
- >**Evaluation Methods** – Surveys, Needs Assessments, Interviews
- >**Promotion of programs and Events** –Pre School Open House, Concerts in the Park
- >**Program Management** – Pee Wee Athletics, Summer Camp



**Internship Application**

Name Home Phone Cell Phone\_\_\_\_\_

Email\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

**EDUCATION**

College/University\_\_\_\_\_

City/State\_\_\_\_\_

Major(s)\_\_\_\_\_

Graduation Date\_\_\_\_\_

Name of Intern Placement Advisor\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Signature of Intern Placement Advisory\_\_\_\_\_

I AM APPLYING FOR INTERNSHIP TO BEGIN APPROXIMATELY:

MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

AND END:

MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

**The following information must accompany the internship application:**

&gt;Current resume

&gt;List of strengths and growth areas as they would apply to your internship.

&gt;A one page statement of why you are interested in completing your internship with this agency.

>Mail to: Greenfield Parks and Recreation, 280 North Apple Street  
Greenfield, IN 46140 (Attn: Jeremiah Schroeder)



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**PERSONAL INFORMATION****Date** \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present  
Address \_\_\_\_\_  
Street City State Zip

Permanent  
Address \_\_\_\_\_  
Street City State Zip

Telephone Number(s) \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration

Status? \_\_\_\_\_

*Proof of citizenship or immigration status will be required upon employment.*

Are you 18 years or older? \_\_\_\_\_ If no, can you provide required proof of your eligibility to work? \_\_\_\_\_

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**EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ If yes, give date \_\_\_\_\_

Referred by \_\_\_\_\_

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<b>EDUCATION</b>	<b>Name and Location of School</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Did you Graduate?</b>
Grammar School	_____	_____	_____	_____
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

## General Information

Describe any specialized training, apprenticeship or skills:

\_\_\_\_\_

Extra-curricular activities (civic, athletic,  
etc.) \_\_\_\_\_

*You may exclude affiliations, which would reveal gender, race, religion, national origin, age or disability*

U. S. Military/Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ Present membership in National Guard or  
Reserves \_\_\_\_\_

*(continued on other side)*

### EMPLOYMENT EXPERIENCE (List your last three employers starting with your present or last job)

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

### REFERENCES (Give the names of three persons not related to you whom you have known at least one year)

1. Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

2. Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

3. Name \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

\_\_\_\_\_

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application will be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing."

Signature \_\_\_\_\_ Date \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE

Interview by \_\_\_\_\_ Date \_\_\_\_\_

Remarks

\_\_\_\_\_  
\_\_\_\_\_

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Hired \_\_\_\_\_ Position \_\_\_\_\_ Department \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Date of Employment \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**JOB DESCRIPTION: RECREATION INTERN****DEPARTMENT: PARKS & RECREATION DEPARTMENT****HOURS OF WORK: \*8:00 AM – 4:00 PM \*(shifts vary- some PM & weekends), M-F, Seasonal/Semester****SALARY: \$8.50 PER HOUR****WORK INVOLVED**

Serves as staff member for the City of Greenfield Parks and Recreation Department. Assists in the handling, organizing, and delivery of activities and services for the Greenfield Parks and Recreation Department. Responsible for the supervision of an assigned age group in various recreational programs and activities. Examples include pee wee athletics, athletic leagues, children's programs, and more. Oversees the planning, organizing, and directing of assigned structured/constructive activities for various age groups. In charge of leading weekly "major activities/programs" each week of the Internship program. Facilitate program and activity schedules, finances, field trips, and various assigned duties. Intern must exercise leadership techniques and skills with staff members and program participants at all times. Plans and implements organized methods of play during scheduled time of day. Responsible for the safety of each participant in assigned group. Performs park/facility maintenance such as garbage removal, restroom maintenance and policing debris. Responsible for coordinating, planning and implementing projects, arts and crafts, plays and or presentations for various programs and activities. Maintains rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Responsible for planning, organizing, directing, and overseeing a Special Project. Intern will meet with Program Director and schedule an event during the internship period. Directly responsible to the Program Director. Intern is responsible for all other duties assigned by Greenfield Parks and Recreation Staff. Punctuality and regular attendance are essential functions of this position.

**JOB REQUIRMENTS**

Student must be in or getting ready to enter his/her senior year at their respective college or university or have approval from their Internship Coordinator. Being certified in a major in Recreation and Park Administration is preferred.

**PHYSICAL DEMANDS**

While performing the duties of this job, the Intern is frequently required to walk, sit, talk, or hear. The Intern is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Intern is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Intern must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Intern occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

**EMPLOYMENT STIPULATION(S)**

Any hired applicant may be terminated at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

## **Pre Employment Agreement**

### **EMPLOYMENT STIPULATION(S)**

**Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations.**

**Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.**

**IMPORTANT-You will be evaluated to some degree at all times. This is at the request of the Parks Program Coordinator. Formal evaluations may/will be done during the middle of the summer and the end of your employment. Be professional and know that there is a positive reason for everything that we do.**

**The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as an Intern (if hired).**

**There is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.**

**Employee Name (Print Name)**

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**Employee Signature (Sign Name)**

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**Date**\_\_\_\_\_