

## **Broomfield, Colorado**

Pike's Peak to the south, Mount Evans to the west, Long's Peak to the northwest and the vast plains on the east bound the area which has become known as Broomfield. Born in the latter quarter of the Nineteenth Century, Broomfield began as an agrarian community, with hard-working, community-oriented families who located here on the heels of those adventurous gold-seekers seeking their fortunes and hoping to strike gold in Colorado's wilderness. Broomfield is only a few hours away from the wilderness of Colorado, with a wide variety of seasonal activities such as hiking, mountain biking, rafting, skiing, snowshoeing, fishing, hunting, camping and much more. Closer to home, Broomfield is located only 9 miles from Boulder, and 20 miles from downtown Denver.

Broomfield looks forward to expanding retail operations, holding multiple social and cultural activities and building a solid economic base in the high-tech industry. On November 15, 2001, Broomfield officially became the state's newest county – The City and County of Broomfield. Broomfield's April, 2007, estimated population is 52,312. The City spans 33.6 square miles with 5,383 developed acres, 6,289 acres of parks and open lands and over 100 miles of trails.

### **Broomfield Parks and Recreation Mission Statement**

**Our mission is to provide a variety of high quality, safe, responsive, leisure/recreational activities and park and open space opportunities. We are committed to enhancing the quality of life by promoting good health, well being and a sense of community for our citizens and guests.**

## **Family, Fun & Fitness**

### **Description of Agency**

Broomfield Recreation Services is a division under the Community Resources Department in the City & County of Broomfield. Community Resources consists of Library, Recreation and Open Space. The City & County of Broomfield maintains over 60 community park areas with 750 developed acres including picnic shelters, tennis and multi-purpose courts and an extensive trail system. Facilities include an outdoor aquatic park, 2 four-field lighted athletic complexes, 29 softball/baseball fields, 34 soccer fields a state of the art synthetic turf field, skate park and batting cages, and five inline hockey rinks.

The Broomfield Community Center features a 25 yard indoor swimming pool, therapeutic spa, weight room, gymnasium, fitness/dance studio, crafts and meeting rooms. In addition, this facility includes the Lakeshore Center which seats up to 250 individuals and is used for weddings/receptions, reunions and large parties.

The 85,000 square foot Paul Derda Recreation Center opened in November 2004. This state-of-the-art facility provides amenities such as an indoor aquatic park, with adjoining party/meeting rooms, a 25-yard lap pool, indoor track, gymnasium, gymnastics center, climbing wall, cardio and strength training areas, fitness rooms, and the Kids' Zone with indoor playground and game room.

We serve the City & County of Broomfield and draw clientele from surrounding communities, attracting participant's ages six months to seniors.

### **Purpose and Philosophy**

The principle purpose of the intern program is to assist students in making an effective transition from the classroom to the professional world. It is designed to give student the opportunity to explore the parks and recreation field and to discover where their specific interests lie.

The Department's goal is to assist the intern through practical experience to become a professional; capable of securing a full-time position in the parks and recreation field.

This guide provides background information concerning the policies and procedures for students wishing to intern with the City and County of Broomfield Recreation Department.

### **Internship Opportunities**

There are nine areas within Broomfield Recreation Services wherein an intern may gain experience:

- Administration
- Athletics
- Aquatics
- Cultural/General Interest
- Special Events
- Therapeutic
- Fitness
- Youth & Teens
- Seniors

The intern will also gain knowledge and skills related to the administration and operation of recreation centers, an outdoor Aquatic Park (summer internship only), joint-use agreements with area school districts and participation in the Colorado Parks and Recreation Association.

Supervision is a key to a successful internship program. Broomfield Recreation Services is able to assume full responsibility for the supervision of the intern. Each of the current supervisory staff has at least ten years of experience in the field of recreation. Each remains open to new ideas and creative ways to program activities and manage facilities.

**Athletics**

An intern will gain experience in the scheduling and programming of athletic leagues and teams. Responsibilities will include supervising leagues, scheduling leagues, formation of youth sports teams, assisting with training clinics for youth sports, public relations, customer service, special events planning, administration and payroll. There may be employment opportunities during your internship.

**Aquatics**

An intern will gain experience in programming and administration of aquatic programs and facilities including pool maintenance and operations. Responsibilities include learning and working with swim lessons and other aquatic programs, scheduling, supervising lifeguards and instructors, training, public relations, risk management, marketing, purchasing, and payroll. Positions available year-round. Summer position for Outdoor Aquatic Park.

**General Interest**

An intern will gain experience in programming and administration of general interest programs; such as Early Learning, arts & crafts classes, family nature walks, music and dance instruction, and various other contractual programs. Responsibilities include administering contracts and payments, facility booking, evaluation of programs and instructors, hiring, purchasing and payroll. Intern responsibilities include implementing existing programs; as well as contributing ideas and information for new programs. Positions available year-round.

**Fitness**

An intern will gain experience in programming and administration of group fitness and personal training. Responsibilities will include marketing, programming, scheduling, supervising and evaluating instructors and programs, risk management, purchasing, payroll, training, co-teaching and running special events.

**Special Events**

An intern will assist with the implementation and coordination of special events; developing skills in multi-tasking, negotiating contracts, budget decisions, and coordinating with multiple outside agencies, intra-departmental personnel and volunteers, while overseeing actual events. Positions available year-round.

**Youth and Teen**

An intern will gain experience in planning, programming, and supervising Youth and Teen programs including but not limited to Day Camp activities (dependent on time of year: Winter Camp, Summer Day Camp, or Spring Break Camp), field trips, and teen trips. Responsibilities will include supervising Day Camp staff and participants, scheduling trips and daily activities, formation of camp groups, assisting with budget planning and inventories, public relations, customer service, special events planning, administration and payroll. There may be employment opportunities during your internship.

### **Therapeutic**

An intern will gain experience in a community based therapeutic program supervised by a Certified Therapeutic Recreation Specialist. The internship will include experience in developing, programming, implementing and evaluating programs and activities. During the internship he/she will work with a variety of individuals with disabilities including those with developmental disabilities, spinal cord injuries, cerebral palsy, hearing impairments, visual impairments, closed head injuries, spina bifida and more. Responsibilities of the intern are to lead and assist in a wide variety of programs. Positions available year-round.

### **Seniors**

Interns will gain experience in the scheduling and programming senior fitness classes, special events, general interest classes and day trips. Responsibilities include supervising volunteers, overseeing programs and special events, supervising day trips, public relations, customer service, working on the Senior Services Team and administration. There may be employment opportunities during the internship. Positions available year-round.

### **Facilities**

An intern will gain experience in multiple areas of a recreation facility, focusing on day-to-day operations. Responsibilities will include front desk operations, scheduling of staff and events, supervising and evaluating staff members, public relations, risk management, maintenance, payroll, budget, and other duties as assigned. Positions available year-round.

### **Intern Selection Criteria**

1. Past demonstration of creative leadership.
2. High standards of excellence in performing duties.
3. ENTHUSIASM – profound interest in the field of recreation.
4. INITIATIVE!
5. Good judgement.
6. Ability to adapt to new situation calmly and effectively.
7. Neat and appropriate appearance.
8. Ability to maintain good rapport with co-workers and the public.
9. Dependable and responsible.
10. Good written and verbal skills.
11. Acceptance and understanding of the internship responsibilities.

### **Benefits Offered the Intern**

1. Free use of the recreation centers, Aquatic Park and other recreation facilities.
2. Free admission to most fitness classes offered by the Department, space permitting.
3. Reimbursement for mileage while engaged in Department business.

4. Workmen's Compensation and City Liability Insurance will cover interns if hired into an available part-time position.

### **Responsibilities of the Intern**

1. Must meet University requirements of eligibility to apply for an internship.
2. Prospective interns will arrange a meeting with the Director of Broomfield Recreation Services. Out-of-state students may request a phone interview.
3. Interns must be available to work at all times, including holidays, weekdays, nights and weekends as scheduled by the intern supervisor.
4. Become fully informed on the policies, programs and philosophies of Broomfield Recreation Services.
5. Establish goals and objectives (ie: final project)
6. Submit weekly reports, a written mid and post-evaluation of the internship experience to intern supervisor.
7. Attend all meetings as assigned by the Intern Supervisor.
8. Responsible for their own transportation, room and board. The intern will be compensated for mileage when asked to use his or her own vehicle.
9. Represent the City and County of Broomfield Recreation Services in a professional manner.
10. Provide creative ideas and learn from every opportunity provided.

The intern must be willing to spend the time it takes to get the job done right and to do it with pride and enthusiasm.

### **Responsibilities of the College or University Advisor**

1. Understand the City and County of Broomfield Recreation Services programs, program goals, and objectives.
2. Recommending appropriate students to the City and County of Broomfield.
3. Inform interns of the proper procedure for securing an internship.
4. Send an internship contract or agreement from the college or university before the beginning of the internship, including the University's liability coverage.
5. Observe, supervise, evaluate and counsel the student during the internship through formal visitation (for in state students) or by telephone (for out-or-state students), preferably twice per tenure for each student.

### **Responsibilities of the Broomfield Recreation Services Intern Supervisor**

1. Provide an opportunity to gain practical experience under professional leadership
2. Prepare the City and County of Broomfield Recreation staff for the intern's arrival as a co-worker.
3. Provide a formalized, professional orientation program.
4. Gradually educate the intern about the Department's programs and facilities, along with acquainting the intern with the resources, policies, regulation and administration of the Department.
5. Provide a broad and well-rounded experience for the intern.

6. Encourage the intern in as many leadership opportunities as possible.
7. Assign the following specific projects:
  - a. Written report to Recreation Director at conclusion of internship.
  - b. Special event to organize and conduct.
  - c. Attend professional meetings.
8. Provide a constructive and complete evaluation for the intern's performance, weekly, mid internship and post internship.
9. Schedule conferences with the intern as appropriate

### **Responsibilities of Broomfield Recreation Services**

1. Treat the intern as a regular member of the staff.
2. Follow guidelines set forth by the University or College
3. Provide duties and responsibilities to include budget preparation, programming, brochure development, publicity, program supervision, registration, purchasing, hiring, scheduling, program evaluation, public relations, payroll and park division maintenance.

### **Procedures for Applying**

Interns must obtain approval of their academic advisor before contacting the City and County of Broomfield Recreation Department.

Applicants must complete the internship application, submit two letters of reference; (If TR - one from a therapeutic recreation professor and one from an employer where applicant has worked with people with disabilities) and present a resume, before scheduling a formal interview. This internship position requires a working commitment of 20-40 hours per week for 10-14 weeks. Extended internships will be honored if required by the applicant's college or university.

Three types of Internships are available within Broomfield Recreation Services:

- General Parks & Recreation
- Specialized General Parks & Recreation
- Therapeutic Recreation

### **General Parks & Recreation**

This affords over-all exposure to all areas of Recreation Services

Applicants for this internship position should schedule an informal interview with the Director of Broomfield Recreation Services. Applicants then complete the internship application and present a resume, before scheduling a formal interview with the same. *It is vital that the application determines at this point, in which of the above areas the final project will be done.*

### **Specialized General Parks & Recreation**

The applicant focuses the internship in one of the above areas, gaining experience from mostly that discipline within Broomfield Recreation Services.

Applicants for this internship position should schedule an informal interview with the Director of Broomfield Recreation Services. Individuals seeking an internship must submit a completed internship application and a current resume. Subsequently a formal interview with the supervisor of the specific discipline may be scheduled.

### **Therapeutic Recreation**

This internship is for the applicant who plans to sit for the Certified Therapeutic Recreation Specialist exam.

### **Individuals selected for an internship with Broomfield Recreation Service:**

- Must be aware that they are not paid during their internship. Interns must be prepared to meet their own living expenses during the internship. Pay is allowed if the intern is hired for an available part-time position only.
- Upon acceptance, it is the intern's responsibility to schedule a formal interview with the intern supervisor and arrange a starting date for the internship. The intern must formulate a list of goals to be pursued while working with the Department.
- Interns are respected as professional members of the City and County of Broomfield 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.
- Interns are expected to know and comply with the established policies and procedures of the Department.
- Interns will be graded and given credit for work that has been accomplished. This varies from University to University.



\_\_\_\_\_Administration                      \_\_\_\_\_Athletics                      \_\_\_\_\_Aquatics  
\_\_\_\_\_ General Interest                      \_\_\_\_\_Fitness                      \_\_\_\_\_Teens  
\_\_\_\_\_Therapeutic                      \_\_\_\_\_ Seniors

For what age group have you had the most programming experience?

\_\_\_\_\_Preschool                      \_\_\_\_\_Elementary                      \_\_\_\_\_Teens                      \_\_\_\_\_Young Adults  
\_\_\_\_\_Middle Adults                      \_\_\_\_\_Senior Citizens

Would you like to work more or less with this age group? \_\_\_\_\_

For what age groups have you had the least programming experience?

\_\_\_\_\_Preschool                      \_\_\_\_\_Elementary                      \_\_\_\_\_Teens                      \_\_\_\_\_Young Adults  
\_\_\_\_\_Middle Adults                      \_\_\_\_\_Senior Citizens

Would you like to work more or less with this age group? \_\_\_\_\_

What could the City and County of Broomfield Recreation Services expect to gain through your internship with the department? \_\_\_\_\_

\_\_\_\_\_

What do you expect to gain through your internship? \_\_\_\_\_

\_\_\_\_\_

Please provide a statement or your career objectives. \_\_\_\_\_

\_\_\_\_\_

Include any other information you feel we should be aware of. \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_

Ask your university advisor to make comments that will help us plan your internship: \_\_\_\_\_

\_\_\_\_\_

Advisor Signature \_\_\_\_\_

**PLEASE ATTACH YOUR RESUME OR EMPLOYEMENT HISTORY**

## **Internship Policies and Procedures**

### **Service**

The Broomfield Recreation Services welcomes college or university students majoring in a leisure service field as interns within our Department with the understanding that such service is at the sole discretion of the Department. Interns agree that the Department may at any time, for whatever reason not expressly prohibited by law, decide to change the duties assigned to an intern, transfer the intern to a different assignment or terminate the intern's relationship with the Department. Prior to any changes occurring to the intern's duties or termination of the assignment, consultation with the intern's Department supervisor and school supervisor will take place. Further, the intern may at any time, for whatever reason, decide to end his/her relationship with the Department. Broomfield Recreation Services strives to provide its interns with a training experience that is of practical benefit to those entering the leisure service work force. We value our interns, both as the professionals of the future and for the services they provide today. Interns are encouraged to ask questions and make suggestions about any Department function or service.

### **Working Conditions**

- Interns may be assigned for a specific period of time, for a minimum of ten hours per week.
- Interns are not employees of the Department, and therefore are not eligible for salary or benefits. Interns are not used to replace staff and are not counted in the staff/ participant ratio.
- Interns will receive an outline of their duties that relates directly to their level of time commitment and level of skill. They may be assigned to one or all of the following program areas: athletics, aquatics, youth and teen, general interest, administration, facilities, therapeutic recreation, early learning, fitness, or special events.
- Under no circumstances will interns be solely responsible for children or for transporting participants in their own or a departmental vehicle.
- Interns will be expected to attend weekly staff meetings, and will receive regular supervision.
- Each Intern must provide the Department with their college or university's internship manual.
- An intern must follow all City and County and Departmental policies.

**Probationary Period**

Interns will fulfill a probationary period that will be agreed upon by the intern's college or university supervisor and Broomfield Recreation Services. During this time, evaluation can be made regarding whether or not the internship experience is a good match for all principle participants.

**Evaluations**

The evaluation process will be agreed upon by the intern's college or university supervisor and the Broomfield Recreation Services.

**Corrective Action**

In appropriate situations, a corrective action may be taken. Examples of a corrective action include the requirement of additional training, re-assignment of an intern to a new position or dismissal from intern service.

**Concerns and Grievances**

Decisions involving corrective action of an intern may be reviewed for appropriateness. If corrective action is taken, the affected intern and their college or university supervisor shall be informed of the procedures for expressing their concern or grievance.

**Dismissal of an Intern**

Interns who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their assignment are subject to dismissal. No intern will be dismissed until the intern has had an opportunity to discuss the reasons for possible dismissal with their Department supervisor and their college or university supervisor. Prior to dismissal of an intern, staff should seek the consultation and assistance of the Recreation Superintendent.

**Reasons for Dismissal**

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of customers or co-workers, failure to abide by Department policies and procedures, failure to meet physical or mental standards of performance and failure to satisfactorily perform assigned duties.

**Resignation**

Interns may resign from their internship with the Department at any time. It is requested that interns who intend to resign provide fourteen days written notice of their departure and a reason for their decision.