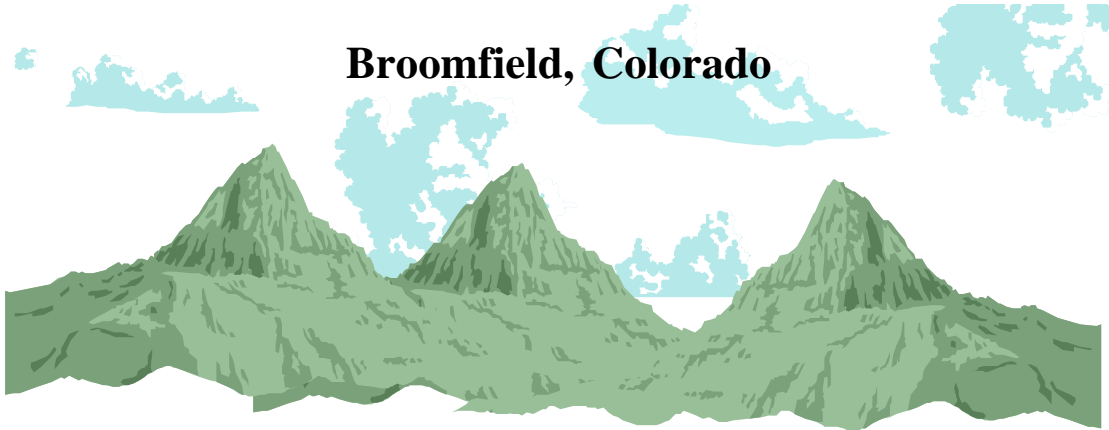


# I nternship Manual

## 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 is known as Broomfield. Born in the latter quarter of the Nineteenth Century, Broomfield began as an agricultural 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 Rockies. Broomfield is only a few hours away from the mountains of Colorado that host 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 ventures, holding multiple social and cultural activities, and building a solid economic base in the high-tech industry. On November 15, 2001, Broomfield officially becomes the states newest county—The City and County of Broomfield. Broomfield's 1999 estimated population was 39,333. The City spans nearly 27.5 square miles with 3,340 developed acres.

The Broomfield Recreation Department maintains over 40 community park areas with 475 developed acres including picnic shelters, tennis and multi-purpose courts, and an extensive trail system. Facilities include an outdoor aquatic park, a four field lighted athletic complex, 27 softball/ baseball fields, 25 soccer fields, skate park and batting cages, five inline hockey rinks, and a full service recreation center with a 25 yard indoor swimming pool, therapeutic spa, weight room, gymnasium, fitness/ dance studio, crafts and meeting rooms, and a comprehensive program of recreational activities.

**B**roomfield  
**R** Parks, Recreation  
**D**epartment



*Where "Fun & Fitness" come together!*

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## **Broomfield Parks & Recreation Department 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.**

## **Where Fun and Fitness Come Together**

Within the Parks & Recreation Department there are seven areas in which an intern may gain experience. They are Athletics, Aquatics, Cultural/ General Interest, Special Events, Therapeutic, Fitness, and Teens. In addition to the program areas one may gain knowledge and skills related to the administration and operation of a recreation center, outdoor aquatic park, joint use agreements with area school districts, and participation in the Colorado Parks and Recreation Association.

This guide provides background information concerning the policies and procedures for students wishing to intern with the City of Broomfield Parks & Recreation Department. 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 students the opportunity to explore the parks and recreation field and discover in which areas their interests lie.

The Department's goal is to assist the intern in becoming a professional capable of securing, through practical experience, a full-time position in the parks and recreation field. Our department wishes to make the internship experience a success.

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

### **Benefits Offered Interns**

1. Free use of the Recreation Center, Aquatic Park and other recreation facilities.
2. Free admission to all fitness classes 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.

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

1. Understand the City of Broomfield Parks & Recreation Department's programs, program goals, and objectives.
2. Recommend appropriate students to the City 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 school'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-of-state students), preferably twice per tenure for each student.

## **Responsibilities of the Broomfield Parks & Recreation Department**

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 development.

## **Responsibilities of the Broomfield Parks & Recreation Intern Supervisor**

1. Provide an opportunity to gain practical experience under professional leadership.
2. Prepare the City of Broomfield Parks & Recreation staff for the intern's arrival as a co-worker.
3. Provide a formalized, professional orientation program.
4. 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 Superintendent 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 weekly, mid internship, and post internship performance.
9. Schedule conferences with the intern as appropriate.

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## **Responsibilities of the Intern**

1. Possess sufficient education, fieldwork, and observation experience meeting school requirements to be eligible to apply for an internship.
2. Prospective interns will arrange for a formal meeting with the Broomfield Parks & Recreation Superintendent. In case of an out-of-state student, a phone interview will be scheduled.
3. Have no other conflicting commitments during the internship. Interns must be available to work at all times, including weekdays, nights, and weekends as scheduled by the intern supervisor.
4. Become fully informed on the policies, programs, and philosophies of the Broomfield Parks & Recreation Department.
5. Establish objectives to accomplish during the internship.
6. Complete weekly reports on the progress of the internship and a written mid and post-evaluation of the internship experience.
7. Attend all meetings as assigned by the Program Supervisor.
8. Responsible for his or her own transportation and room and board. The intern will be compensated for mileage when asked to use his or her own vehicle.
9. Represent the City of Broomfield Parks & Recreation Department in a professional manner, 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.

## **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 parks and 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 supervisors, co-workers, and the public.
9. Dependable and responsible.
10. Good written and verbal skills.
11. Acceptance and understanding of the internship responsibilities.

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## Internship Opportunities

### **Athletics**

An intern may gain experience in the scheduling and programming of athletic leagues and teams. Responsibilities may 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. Positions available year-round.

### **Aquatics**

An intern may gain experience in programming and administration of aquatic programs and facilities including pool maintenance and operations. Responsibilities may include publicity and information, learning and working with swim lessons and other aquatic programs, scheduling, supervising lifeguards and instructors, public relations, risk management, purchasing, and payroll. Positions available year-round. Summer position available for the outdoor aquatic park.

### **Cultural/ General Interest**

An intern may gain experience in programming and administration of cultural and general interest programs. Responsibilities include administering contracts and payments, facility booking, evaluation of programs and instructors, developing new programs, hiring, purchasing, and payroll. Positions available year-round.

### **Fitness**

An intern may gain experience in programming and administration of fitness programs. Responsibilities may include publicity, programming, scheduling, supervising and evaluating instructors and programs, public relations, risk management, purchasing, payroll, co-teaching, running special events, developing new programs, and administering contracts and payments. Positions available year-round.

### **Special Events**

An intern may gain experience coordinating and implementing special events. One may develop skills in multi-tasking, negotiating contracts, budget, coordinating multiple agencies, and overseeing the actual event. The best internship experience is during the summer, prior to the Citywide Broomfield Days Festival. Positions available year-round.

### **Teens**

An intern may work with the Loft program (teen center). Responsibilities may include developing new and creative ideas, managing youth board meetings, preparation of Loft nights, and advertising the teen programs. One may also develop, coordinate, and implement new teen programs for the community. Positions available year-round.

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## **Therapeutic**

An intern may gain experience in a community based therapeutic program supervised by a Certified Therapeutic Recreation Specialist. The internship may 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 may be to lead and assist in a wide variety of programs. Positions available year-round.

## **Procedures for Applying**

1. Interns must obtain approval from their academic advisor before contacting the City of Broomfield Parks & Recreation Department.
  - a. **GENERAL RECREATION:** Schedule an informal interview (phone or in person) with John Ferraro, Recreation Superintendent (303-464-5505). Applicants must complete the internship application and present a resume before the formal interview.
  - b. **THERAPEUTIC RECREATION:** Schedule an initial interview (phone or in person) with Rachel Lewison, Therapeutic Recreation Coordinator (303-464-5524). Applicants must complete an internship application, submit two letters of reference—one from a therapeutic recreation professor and one from an employer where the intern works or has worked with people with disabilities, and present a resume before a formal interview. The intern must make a minimum commitment of 40 hours per week for 12 weeks. Extended internships will be honored if required by the intern's college or university.
2. If selected, interns 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.
3. 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 pursue while working with the Department.
4. Interns are respected as professional members of the City of Broomfield Parks & Recreation Department. Performance will regularly be 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 established policies and procedures of the Department.
6. Interns are graded and given credit for work that has been accomplished. This varies from school to school.

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## Intern Policies and Procedures

**Service** – The Broomfield Parks & Recreation Department 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, 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 sever the intern's relationship with the Department.

The Broomfield Parks & Recreation Department 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 work for a time-limited period, 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 the Department's 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 Departmental policies.

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## **Broomfield Parks & Recreation Internship Goals —**

- The Broomfield Parks & Recreation Department believes it can provide meaningful experiences toward the intern's professional development in their field of study.
- The assignments at the Department will expose interns to situations which require the assimilation of principles, facts, evaluative procedures, or methods that have con temporary and future applications in the profession.
- The Department's assessment of intern assignments and his or her evaluation shall be consistent with professional ethics and practices.
- The Department will recognize the intern as an integral part of the staff.
- The Department assumes that the internship in no way replaces the Department's responsibility in providing professionally trained staff to its participants.

**Probationary Period —** The probationary period will be agreed upon by the intern's college or university supervisor and the Broomfield Parks & Recreation Department.

**Evaluations —** The evaluation process will be agreed upon by the intern's college or university supervisor and the Broomfield Parks & Recreation Department.

**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.



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Are you interested in part-time work during your internship? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, how many hours per week would you like to work? \_\_\_\_\_

In order of choice (by numbering) please indicate your areas of interest: (1 being your first priority) \_\_\_\_\_Administration \_\_\_\_\_Athletics \_\_\_\_\_Aquatics \_\_\_\_\_Teens

\_\_\_\_\_Cultural/ General Interest \_\_\_\_\_Fitness \_\_\_\_\_Therapeutic

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 of Broomfield Parks & Recreation Department 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 information you feel we should be made aware. \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

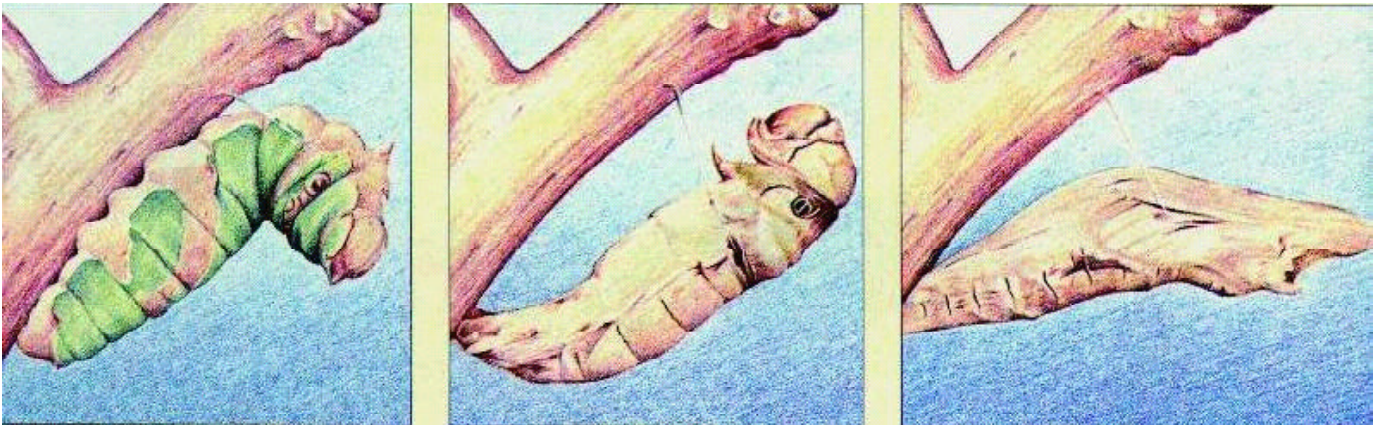
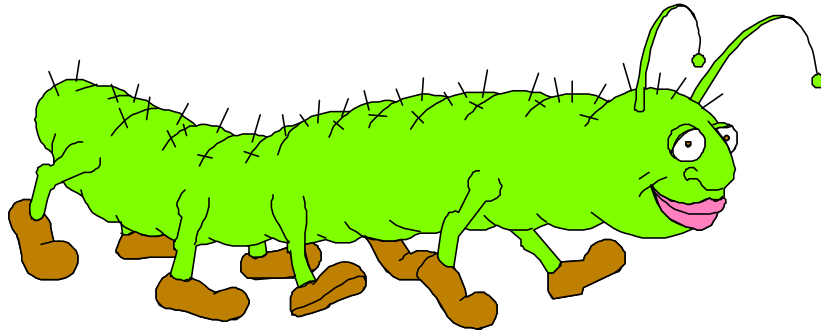
Advisor Signature: \_\_\_\_\_

**Please Attach Your Resume Or Employment History**

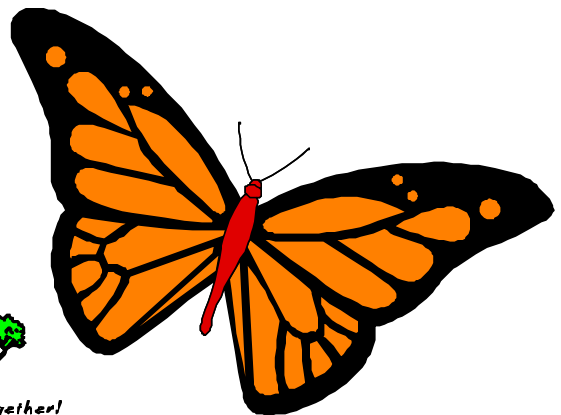
Application Deadlines: Summer — March Fall — June

Winter/ Spring — November

# Broomfield Parks & Recreation Internship Manual



Come Grow with Us!



Broomfield  
Parks, Recreation  
Department



*Where "Fun & Fitness" come together!*