CITY OF BOULDER PARKS AND RECREATION INTERNSHIP PROGRAM

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INTRODUCTION TO BOULDER PARKS AND RECREATION

Boulder, Colorado is a beautiful town nestled against the foothills of the Rocky Mountains. Located 30 miles northwest of Denver, it boasts a pleasant climate and wonderful scenery. Boulder is the home to the University of Colorado, and has an exceptionally recreation-minded population of approximately 100,000 citizens.

The Boulder Parks and Recreation Department consists of three Divisions: Administration, Recreation, and Parks and Planning. The Department maintains 85 urban parks, the Boulder Reservoir and its surrounding wetlands, the Flatirons Golf Course, Boulder's downtown pedestrian mall, three full-service recreation centers, numerous park shelters, two outdoor pools, three athletic complexes, skating park and a popular creek-side trail corridor. The Department offers a comprehensive program of recreation activities for all ages and abilities.

Each full-service recreation center has an indoor pool, hot tub, sauna/steam room, weight room, gymnasium, locker rooms, racquetball/handball courts, dance studio, meeting rooms, outdoor sand volleyball courts, and outdoor tennis courts. The North Boulder Recreation Center also has a state-of-the-art gymnastics center and child care. The South Boulder Recreation Center offers an outdoor disc golf course. The East Boulder Community Center has an indoor rock climbing wall and child care.

Within the Parks and Recreation Department there are nine program areas in which an intern may gain experience. These are:

1. Recreation Programs Administrator
2. Pottery/ Arts Programming and Facility Operations
3. Golf Course Management
4. Parks and Planning: Construction, Planning, Cultural Assets and Urban Parks
5. Urban Forestry
6. Urban Resources
7. Fitness/ Wellness/ Health Promotions
8. Sports
9. Therapeutic Recreation
10. Youth Services Initiative Program
11. Outdoor Recreation Programming and Facility Operations – Boulder Reservoir
12. Aquatics Intern – Indoor/Outdoor Operations
13. Facility Management and Operations

In addition, there are limited internship opportunities and special projects with the Parks and Planning and Marketing for individuals with relevant education, skills, and interests.

INTERNSHIP POLICIES AND PROCEDURES

This guide provides information concerning policies and procedures for students wishing to intern with the city of Boulder Parks and Recreation Department.

The principle purpose of the Parks and Recreation Internship 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 Department's goal is to provide an opportunity to gain practical experience under professional leadership. Our Parks and Recreation department wishes to make the internship experience a success.

Supervision is the key to a successful internship program. The Boulder Parks and Recreation Department is able to assume full responsibility for the supervision of the intern. Each of the current supervisory staff has at least two 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. In addition, there are five nationally Certified Therapeutic Recreation Specialists (CTRS) supervising the Therapeutic Recreation programs.

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 with the public, coworkers, and volunteers. This component enhances your opportunities for future employment in the field of Parks and Recreation. Use this guide as an information resource throughout your internship experience with the Boulder Parks and Recreation Department.

BENEFITS OFFERED TO THE INTERN

1. Unlimited use of recreation centers, the reservoir and outdoor pools during the internship.

2. Free admission to one class of the intern's choice.

HOUSING RESOURCES

Unfortunately, the city of Boulder does not provide any housing. You can search out local apartment listings in our local newspaper, the Daily Camera (www.dailycamera.com), or through a Boulder business called Housing Helpers (www.housinghelpers.com). Additional resources include Craig's List (www.craigslist.org), the University of Colorado's off campus housing website (www.colorado.edu/ocss), www.roommateshop.com , www.apartments.com , and

www.cuboulderrentals.com .

RESPONSIBILITIES OF THE COLLEGE OR UNIVERSITY ADVISOR

1. The University will provide the Agency with objectives for individual internships (or specialized classes) and evaluation forms for the Agency to provide input for the evaluation process.

2. The University will maintain ongoing communication with the Agency on items pertinent to internship education. Such communication should include, but not be limited to, on-site visits or phone conferences with the Agency and the provision of educational materials relevant to the educational program.

3. The University will advise students and faculty assigned to the Agency of their responsibility for complying with the policies, rules and regulations of the Agency.

4. The University will inform each student that a criminal background check will need to be submitted directly to Agency's contact person. The Agency will facilitate this process with the intern by providing the student with the release authorization form. The Agency will then submit the release authorization form to the City of Boulder's Human Resources Department which will conduct the appropriate background check. A driving background check may also be required for the internship. The Agency will incur all costs for intern background checks.

5. The University will direct each student to submit proof of health insurance and be responsible for all medical expenses incurred during an internship experience. Documentation of this coverage is requested in writing by the agency.

6. Understand the City of Boulder Parks and Recreation Department programs, goals, and objectives to facilitate appropriate intern placements with the City of Boulder.

7. Boulder Parks and Recreation Department will provide a City of Boulder Agreement for Affiliation, to be completed by the intern advisor before beginning the internship. Addendums to the contract must be submitted two months prior to the start of the internship.

RESPONSIBILITIES OF THE PARKS AND RECREATION INTERN SUPERVISOR

1. The Agency will have ultimate responsibility for patron service and represents that such service is its first priority.

2. The Agency will provide the physical facilities, equipment, supplies and patrons to conduct the educational program in accordance with the affiliation's objectives.

3. The Agency will provide each student with access to a planned supervised program of internship experience, consistent with the educational objectives and program established by

the University. This experience will provide a broad, well-rounded experience for the intern.

4. The Agency will provide a designated staff member to act as the internship supervisor for student(s).

5. The Agency will provide the assigned student(s) with an orientation to the Agency and provide each student with access to pertinent rules and regulations, including applicable confidentiality laws, rules, regulations and procedures with regard to patient, client or patron records.

6. The Agency will evaluate the performance of the assigned student(s) in writing, using forms provided or approved by the University.

7. The Agency will advise the University in a timely manner of any serious deficiency noted in an assigned student's performance. It will then be the mutual responsibilities of the student, the Agency and the University to devise a plan by which the student may be assisted towards achieving the stated objectives of the affiliation.

8. Provide an opportunity to gain practical experience under professional leadership.

9. Encourage the intern to participate in as many leadership opportunities as possible.

10. Assign specific projects and experiences to be accomplished during the internship.

11. Provide constructive and complete performance evaluations (mid-internship and post-internship).

12. Schedule conferences with the intern and advisor as appropriate and as needed.

RESPONSIBILITIES OF THE INTERN

1. The intern will have had sufficient education, practical work experience and observation experience to fulfill their university's requirements for internship eligibility.

2. Prospective interns will submit an application, resume and two letters of recommendation to the department's internship coordinator as listed on the website.

3. Internships with the department are "unpaid" internships. Prior to the start of the internship, interns should communicate any commitments that they may have that will affect their internship schedule. Ideally, interns should be available to work at all times, including weekdays, evenings and weekends as scheduled by the intern supervisor but do understand that at times interns may need to secure additional employment. Interns must communicate this to their supervisor prior to starting their internship.

4. The intern will know and adhere to the City of Boulder's policies and procedures.

5. The intern will learn the organizational structure of the Boulder Parks and Recreation Department.

6. The intern is responsible for his/her own transportation, room, and board.

7. The intern must complete written mid and post-internship evaluations of his/her experience.

8. The intern must carry medical insurance. The intern will be required to provide a criminal background check. If the intern works with children, they will be subject to an FBI (out of state only) and Central Registry (in state only) background check. This extensive background check is required by the State of Colorado Social Services Department. If interns will be driving during their internship experience, they will be required to provide proof of an acceptable driving history. The agency will pay for all background checks required for the internship position.

9. As of March 1, 2007, all interns must sign an Immigration Status Affidavit before they begin their internship with Boulder Parks and Recreation.

INTERN SELECTION CRITERIA

1. Demonstrated creative leadership.

2. High standards or excellence in performing duties.

3. ENTHUSIASM! – Profound interest in the field of Parks and Recreation.

4. INITIATIVE!

5. Good Judgment.

6. Ability to adapt to new situations calmly and effectively.

7. Neat and appropriate appearance.

8. Ability to maintain good rapport with supervisors, co-workers, and the public.

9. Dependability and responsibility.

10. Good written and verbal communication skills.

11. Acceptance and understanding of the stated internship responsibilities.

INTERNSHIP OPPORTUNITIES

Recreation Programs Administrator
(Supervisor to be determined)

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, facility management operation and maintenance and will assist with related duties at the North Boulder Recreation Center. An intern can also expect to assist with program coordination for the pottery lab, gymnastics, yoga, fitness/wellness programs, cultural and leisure activities, dance classes, and "Performances in the Parks" during the summer.

Programs under the review of this administrator are: Yoga, Fitness/Wellness, Gymnastics, Child Care, Weight Room Operations, Youth and Adult Dance, Pottery Lab and classes, and Art Programs.
Positions available**:** Spring, summer and fall

Pottery/ Arts Programming and Facility Operations – Boulder Pottery Lab

Nancy Utterback, Program Coordinator
Phone: (303) 441-3446 E-mail: UtterbackN@bouldercolorado.gov

The intern will learn how to program art and pottery and how to manage the pottery facility through the Parks & Recreation Department. They will get hands on experience in class scheduling, budgeting, preparing the recreation guide, facility management, supervising staff, firing kilns, mixing glazes, equipment design and repair, teaching classes and working as a camp counselor/ supervisor. Intern must possess great customer service skills, problem solving skills and an interest in learning all aspects of running an art and pottery program.
Positions available: Spring, summer and fall

Golf Course Management

Dave Brown, Golf Course Superintendent
Phone: (303) 443-5171 E-mail: brownd@bouldercolorado.gov

Interns will gain valuable, hands-on experience in golf course management. Activities include: daily mowing and irrigation scheduling, crew training and supervision, fertilization methods, turf aeration, top dressing, pest control, budget management, special projects and other duties as assigned. Intern must possess good interpersonal skills, problem-solving skills, and have the ability to adapt to new and changing situations.
Positions available**:** Spring, summer and fall.

Parks Planning: Construction, Planning, Cultural Assets, Urban Parks

Jeff Haley, Parks Planning Manager Email HaleyJ@bouldercolorado.gov

The City of Boulder manages and maintains over 65 urban park sites from small neighborhood parks to large community parks and also includes 1,000 acres of natural areas within these urban parks and surrounding natural lands. These public lands serve a community population of over 125,000 plus many visitors from surrounding towns, and are hosts to many outdoor related events and races.
While interning with the parks and planning division, you will be supervised by one of 5 supervisors depending on your area of interest. Interns will experience many different aspects within the parks and planning department. Areas of emphasis and responsibility may include planning (events, landscape design, and water conservation), construction and renovation, turf (management and mowing operations), maintenance (general park, equipment, irrigation, horticulture and fleet), GPS and GIS mapping, special events management, supervision of both crew and volunteers, and public administration (professional meetings, budgeting and public relations).
Requirements: Graduate or undergrad students majoring in Agriculture, Environmental Sciences, Landscape Architecture or Design, Horticulture, Natural Resources, Outdoor Leadership, Planning or Land Use Studies, or a related field of interest.
Positions available: Spring, summer and fall

Urban Forestry

Kathleen Alexander, Forestry manager
Phone: (303) 441-4407 Email: alexanderk@bouldercolorado.gov

The Urban Forestry Section is responsible for maintaining over 40,000 trees in the Boulder parks and along city streets. A variety of opportunities are available for interns depending on personal interests, skills, and abilities. Internship options include tree maintenance, surveys for insects and disease, creating public information brochures and pamphlets regarding tree care and planting, as well as composing news releases of programs offered. Interns will help with Arbor Day planting programs and coordinate with school and neighborhood groups to organize tree planting events and promote these special programs. Field work opportunities include identifying available planting spaces on public rights-of-way for potential street tree planting and arboretum maintenance. Interns should be able to work independently and in groups. Experience in map reading, creative writing, and horticulture are helpful.
Positions available**:** Year round depending on qualifications

Urban Resources – No positions available at this time.
The City of Boulder Parks and Recreation system consists of over 1,800 acres, with nearly 1,000 acres of natural areas (wetlands, wildlife habitat, grasslands) in both urban park and natural land settings.

Many urban parks in Boulder have natural land components that require various levels of resource management, which helps to compliment regular urban park maintenance, forestry, and management activities.
Interns will experience all aspects of conservation land resource protection work including but not limited to; visitor services (formal and informal interpretive situations, citizen contacts, regulation advisories, public relations, volunteer supervision), conservation projects (wildlife monitoring, vegetative restoration, wetland restoration, reports and documentation, etc.), park and trail maintenance, land management activities (integrated pest management, GPS and GIS mapping, conservation plan development), wildlife protection (raptor protection and monitoring, prairie dog management, bear education, etc.)

Opportunities exist to familiarize the intern with heavy equipment, tools and audio-visual equipment used in conservation and land management work and with other Parks and Recreation associated staff.
Positions available:

Health & Wellness Promotions

Summer Kennedy, CLP, Program Supervisor
Phone: (303) 413-7264 Email: kennedysu@bouldercolorado.gov

The health promotions internship allows interns to customize their experience to meet their career goals. The City of Boulder Wellness Works! Employee program is spearheaded by a team consisting of human resources, risk management, city manager's office and the recreation department. 1300 employees are eligible to participate.
The recreation department supplements Wellness Works! with a recreation center pass to three facilities, two outdoor pools and a reservoir. Exercise classes, healthy lifestyle classes, and sessions with a personal trainer, dietitian, personal or physical therapist are included.

The public may participate in similar programs offered to the community of Boulder and its neighboring cities. These activities include recreational weight training, fitness, mind body programs and special events. Interns may focus on the public sector during the internship or blend employee and community program components into their internship experience.

Interns may choose from a broad scope of opportunities including administrative duties, marketing, instruction of fitness, personal training, planning and assisting with special events, conducting work site wellness challenges, scheduling health screenings, conducting surveys, planning and selecting vendors for the annual health fair and the opportunity to attend management level planning, Colorado Parks and Recreation Team, city council and recreation board meetings.

City of Boulder Wellness Works! Employee Wellness Program

Interns may choose from this list as a starting point and add other projects as they become acquainted with the program. We encourage interns to participate in projects that they are passionate about and that meet their individual career goals. Interns will have an opportunity to

complete a mock job interview at the conclusion of the internship and have their resume critiqued.
Opportunities:

- Shadow sessions conducted by dietitians, personal trainers and physical therapists.
- Work with the wellness team to plan intervention programs intended to reduce risk factors, conduct health challenges at work sites, and create wellness activities around monthly themes
- Create-email messages, new hire information packets, Updatepower point presentations, create flyers, disseminate marketing materials, update wellness web site
- Apply for awards through the American Heart Association and the Wellness Council of America.
- Assist in creating text and proof reading health and wellness pages for the quarterly class guide
- Start and lead walking clubs, running groups or fitness classes
- Schedule photo shoots, take pictures and submit them to the marketing director
- Assist with annual renovation projects at each facility
- Assist clients enrolled in programs for individuals with disabilities
- Update training manuals
- Update operations manuals
- Work with older adults within the senior program, or youth in our youth sports or Youth Initiative program
- Participate in planning and leading activities during special events.

Positions available: Winter, spring, summer and fall.

Sports

Derrick Tripp, Recreation Coordinator,
Phone: (303) 441-4137 Email TrippD@bouldercolorado.gov

An intern will gain experience in programming, budgeting and administration of sport programs. Responsibilities include program planning, supervising, coaching, score keeping, working with leagues, camps, tournaments, scheduling, assigning part-time employees, scheduling concessions, checking field maintenance, updating brackets, public relations and information, risk management reports, purchasing awards, evaluation process and survey comparisons. The intern will also be asked to update databases, help plan and work at special events, assist with registration, and attend staff meetings.
Positions available: Spring, summer and fall

Therapeutic Recreation

Lori Goldman, Therapeutic Recreation Coordimator
Phone: (303) 413-7256 Email: GoldmanL@bouldercolorado.gov

While interning with the EXPAND Program (EXciting Programs, Adventures, and New Dimensions) you will be supervised by one of four Certified Therapeutic Recreation Specialists. Interns will experience many aspects of a community based Therapeutic Recreation program. Responsibilities include program planning, implementation and evaluation, marketing, public relations, risk management, assessments, and more. Programs vary from season to season but may include fitness, swimming, sports, outdoor adventure, gymnastics, and golf and summer day camps. Interns work with people who have developmental disabilities, spinal cord injuries, cerebral palsy, hearing impairments, visual impairments, autism, brain injuries, mental health, emotional, and behavioral disorders. EXPAND provides opportunities for people to enrich their lives through both specialized and inclusive recreation programs. Interns receive a recreation center pass which allows use of all three recreation centers, use of the Boulder Reservoir and outdoor pools in the summer, and free drop-in classes. Interns must have First Aid and CPR certification and submit an acceptable criminal investigation report.
Positions available: Spring, summer and fall

Youth Services Initiative Program

Alex Zinga, Recreation Coordinator
ZingaA@bouldercolorado.gov mailto:cummingsp@ci.boulder.co.us

The Youth Service Initiative program serves youth and families living in the city of Boulder. On-site after-school and summer camp programs.
Provide comprehensive programs and services that promote the healthy development of youth, as well as connect families to community resources. Working primarily in public housing communities, staff, interns and volunteers plan and implement activities designed to increase leisure skills and promote healthy lifestyles; increase literacy and motivation for academic achievement; enhance personal, interpersonal and life skills development; and promote a sense of community and community engagement. While this program offers an excellent opportunity to develop youth programming skills that are grounded in positive youth development principles, it also provides a unique opportunity to develop knowledge, skills and sensitivity toward culturally and economically diverse populations. Intern responsibilities include program development and implementation, volunteer management, identifying and accessing community resources, and coordinating programming partnerships and collaborations. The internship will involve working with both elementary and middle-school age youth -- i.e., youth ages 7 – 12 years. Experience working with youth of all ages in a recreational capacity is required. Basic knowledge in the area of human development and family studies is highly desirable. Bilingual English/ Spanish preferred. Students will also receive educational experiences within the department. Interns will attend management level meetings; assist with center operations and department wide special events.
Positions available: Summer (two positions), Fall and Winter/Spring (1 position each semester)

Outdoor Recreation Programming and Facility Operations - Boulder Reservoir
Sarah Rodriguez, Reservoir Program Coordinator
Phone: (303) 441-1806 Email: rodriguezsa@bouldercolorado.gov

The intern will gain experience in all aspects of outdoor recreation management with a heavy emphasis on summer camps, boating programs and special events 50 – 4000 people. Responsibilities include: working with events, camps, scheduling, assigning part-time employees, event fees and charges, public relations and information, risk management reports, evaluation process and survey comparisons. The intern can also expect to gain experience with front gate operations, boat house operations, facility maintenance, and open water/beach operations. **Positions available:** Spring and summer

Aquatics Intern
Supervisor to be determined

The Aquatics intern will gain experience developing and evaluating all areas of aquatics programming; swim lessons, aqua fitness, swim team, special events and camps. The intern will gain experience hiring, training, and scheduling employees. The intern will learn about aquatic facility operations indoor and outdoor. Responsibilities include: camps, scheduling of seasonal staff, public relations and activity guide production, on site facility management, assist in employee recruitment and retention programs, and assist in the facilitation of special events.
Positions available: Spring, summer and fall

Facility Management and Operations
Supervisor to be determined

An internship at one of our three Recreation Centers will involve two main areas: facility management and administration or aquatics programming. Facility management includes administration, operation and maintenance of a recreation center, brochure preparation, purchasing procedures, staff meetings, special projects, and related duties as assigned. Aquatics management includes pool maintenance, water chemistry, lesson programming, and outdoor pool operations (summer only).

Positions available: Winter, spring, summer, Fall (summer interns are especially welcome)

PROCEDURES FOR APPLYING

Interns must obtain approval of their academic advisor *before* contacting the city of Boulder Parks and Recreation Department.

1. All applicants must complete an application online.

2. Once received, the application will be forwarded to the program area supervisor for the area in which they are applying. See contact information under INTERNSHIP

OPPORTUNITIES.

3. The program area supervisor will contact the applicant via email and request applicant to submit a cover letter, resume and two letters of recommendation.

4. Intern will be contacted by the program area supervisor and an interview will be set up. Interviews may be in person or via phone/Skype.

If selected:

1. Program area supervisor will confirm intern acceptance via email or by phone.

2. Program area supervisor will send the applicant a letter of acceptance confirming dates, projects ideas, schedule etc. Included with the acceptance letter will be (3) forms. An Immigration Status, Emergency Contact and a Disclosure Form. Applicant must return all forms to the program area supervisor 2 months prior to the start of the internship.

3. A University/City Affiliation Agreement will be sent to the applicant's advisor. Students will only be able to participate if a signed agreement is on file or other arrangements are made.

Intern Application Deadlines:

Spring – September 15
Summer – Jan 15
Fall – June 15