



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: Business Services, Planning, and Operations. The Department maintains 1,800 acres of urban parkland, 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 13 program areas in which an intern may gain experience. These are:

1. Aquatics and Facility Management – Indoor/Outdoor Operations
2. Sports Management and Programming
3. Camps
4. Community Health and Wellness
5. Exercise Science and Health Promotions
6. Parks Planning: Construction, Planning, Cultural Assets and Urban Parks
7. Urban Resources
8. Therapeutic Recreation
9. Outdoor Recreation Programming and Facility Operations – Boulder Reservoir
10. Youth Services Initiative Program
11. Recreation Centers (3)/ Facility Management
12. Marketing
13. Business Services

INTERNSHIP PURPOSE AND GOALS

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.

For non-students looking for volunteer opportunities, we provide opportunities to learn, grow, and practice your talents as a way of giving back to the Boulder community. Visit the website, <https://bouldercolorado.gov/volunteer>, for more details on current volunteer opportunities.

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

In order to provide the best experience for our interns we accept applications on a rolling basis. Interns can apply at any time during the year allowing for a flexible internship term to best suit their academic requirements. For further details pertaining to specific internship programs please read the description within your program of interest that follows.

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. All supervisory staff is committed to the city's vision and values as well as the city's Master Plan.



The Boulder Parks and Recreation Master Plan is intended to help today's leaders and community members make sound and fruitful decisions that will help the community maintain and enhance our system of urban recreational assets and opportunities for years to come. The 6 Key Themes of the Master Plan are Community Health and Wellness, Taking Care of What We Have, Financial Sustainability, Building Community and Relationships, Youth Engagement and Activity, and Organizational Readiness.

Our vision and values enhance your opportunities for future employment in the field of Parks and Recreation. Use this guide as a resource throughout your internship experience with the Boulder Parks and Recreation Department.

BENEFITS OFFERED TO THE INTERN

1. Unlimited use of the recreation centers, reservoir and outdoor pools during the internship.
2. Free admission to one registered class of the intern's choice.

HOUSING RESOURCES

The City of Boulder does not provide any housing. You can search out 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 one letter of recommendation to the program's supervisor as listed in the Internship Guide.
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

Aquatics and Facility Management

Jason Stolz, Aquatics Supervisor

Phone: (303) 441-3435

Email: StolzJ@bouldecolorado.gov

The Aquatics intern will gain experience developing and evaluating all areas of aquatics programming; swim lessons, aqua fitness, swim team, and special events. The intern will gain experience hiring, training, and scheduling employees. The intern will learn about aquatic facility operations indoor and outdoor. Responsibilities include: 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

Sports Management and Programming

Erynn Simone, Recreation Supervisor,

Phone: (303) 413-4137

Email SimoneE@bouldercolorado.gov

An intern will gain experience in programming, budgeting and administration of sport programs. Responsibilities include program planning, supervising, score keeping, working with leagues, camps, tournaments, scheduling, assigning part-time employees, 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: Year round

Community Health and Wellness Internship

Exercise Science and Health Promotions Internship

Summer Kennedy, Program Supervisor

Phone: (303) 413-7264

Email: kennedysu@bouldercolorado.gov

Students will make an effective transition from the classroom to the professional world. We've designed our program to give students the opportunity to explore the broad field of community health and wellness within a parks and recreation department. Interns can select exercise science or health promotions as the primary internship focus or do a blended internship. Projects will be assigned to fit the career path of each intern.

Health Promotion

Interns studying health promotion will find a wide range of projects within the Well-Being@Work employee wellness program including: working under the mentorship of a Wellness Coordinator to deliver stress management, weight loss and physical activity challenges, and organize and execute health fairs, special events and annual biometric screenings. Well-Being@Work is a WELCOA and American Heart Association Worksite Achievement Award recipient.

Positions available: Year round

Exercise Science

Interns can choose to focus their experience in exercise programming for all populations within a community setting. Interns will work under the mentorship of a Fitness and Personal Training Program Coordinator and will have project opportunities in the following areas: Pilates, yoga, weight training,

sports specific training, personal training, health coaching, nutrition, special events and instruction of classes. The program follows ACSM guidelines. Longer internships allow for more in depth project experience.

Positions available: Year round

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

Jeff Haley, Parks Planning Manager

Phone: (303) 413-7233

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 Resources

Joy Master, Conservation Ecologist

Phone: (303) 413-7261

Email: MasterJ@bouldercolorado.gov

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.

Therapeutic Recreation

Lori Goldman, Therapeutic Recreation Coordinator

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

Outdoor Recreation Programming and Facility Operations - Boulder Reservoir

Lena Down, Reservoir Program Coordinator

Phone: (303) 441-1806

Email: DowL@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, scheduling, user group management, 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

Youth Services Initiative Program

Alexis Moreno, Recreation Administrator

Phone: (303) 413-7217

Email: MorenoA@bouldercolorado.gov

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)

Recreation Centers (3): Management and Operations

Megann Lohman, Facility Supervisor, North Boulder Rec Center

Phone: (303) 413-7263

Email: LohmanM@bouldercolorado.gov

Todd Calvin, Facility Supervisor, South Boulder Rec Center

Phone: (303) 303-441-3449

Email: CalvinT@bouldercolorado.gov

Tim Duda, Facility Supervisor, East Boulder Rec Center

Phone: (303) 303-413-7463

Email: DudaT@bouldercolorado.gov

An internship at one of our three recreation centers will give you an insight and experience into what it is like to manage a recreation facility with amenities including; tennis courts, paddle ball courts, sand volleyball courts, racquetball courts, basketball gym, lap and leisure pool, gymnastics facility, weight room and multiple multi use athletic classroom spaces. Learning will be focused on; asset management, operations, facility maintenance, administration, financial procedures, marketing, staff meetings, an insight into budget and other special projects or related duties.

Positions available: Year round

Marketing

Paul Bousquet, Marketing Manager

Phone: (303) 413-7200

Email: BousquetP@bouldercolorado.gov

Marketing interns support a cutting-edge, integrated marketing strategy, while learning fundamental marketing skills. Interns have many opportunities to make valuable contributions to the success and sustainability of the community and department. Through research, analysis, organization, creativity, written and visual content development, and social media, you'll join and support a small team of marketing professionals dedicated to promoting health and active living.

If you thrive on creating great content, collecting and analyzing data, planning and organizing, developing unique and effective social media opportunities – we look forward to hearing from you. If you are selected, you will support and be exposed to a broad range of marketing activities for a leading municipal government (and one of the most scenic, progressive, and vibrant communities in the country).

Projects will be assigned based upon skills, passions, needs and career aspirations. Four to six month internships are available any time of the year. What we require:

1. Background in marketing, public relations or non-profit/public administration;
2. Strong written and verbal communication skills;
3. Excellent organization skills and ability to prioritize;
4. Proficient in Microsoft Office;
5. Energy, enthusiasm and creativity.

Positions available: Year round

Business Services

Kady Doelling, Business Services Manager

Phone: (303) 413-7227

Email: doellingk@bouldercolorado.gov

The business services workgroup provides a wide range of departmental support including administrative, financial, marketing and communications support. Interns can get real world management skills while participating in meaningful projects that can be applied beyond the parks and recreation department. Interns are encouraged to be enrolled in a Masters of Public Administration level program or undergrad equivalent.

Positions available: Year round

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.** The application is available at the following site: <https://bouldercolorado.gov/parks-rec/professional-internship-positions>.
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.
5. Applications are on a rolling admission in which students have flexibility in their start date.

If selected:

1. Program area supervisor will confirm intern acceptance via email or by phone.
2. Program area supervisor will notify the applicant confirming dates, projects ideas, schedule etc. The supervisor will send 3 forms including the following: An Immigration Status, Emergency Contact and a Disclosure Form. Applicant must return all forms to the program area supervisor prior to intern's start date.
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.