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# Internship Program

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Approved By:   
Parks, Recreation & Community Services Director

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The Town of Sahuarita Parks, Recreation & Community Services Department has established this guide to provide information for students seeking an internship.

### **Purpose of the Internship Program**

- To formally explore various components of the Parks and Recreation profession
- To provide the intern with desirable "on the job" experience
- To expose the intern to professional organizations (i.e. APRA, NRPA)
- To help the intern discover areas of greatest professional interest
- To assist the intern in becoming a professional through practical work experience

We are committed to assisting the intern in satisfying all the conditions and outcomes set forth by their school.

### **Qualifications of Intern Candidates**

The intern candidate is ideally a college student studying Recreation, Leisure Studies, Tourism, Sports Management, Outdoor Recreation, Horticulture or a similar field. To be considered for an internship with the Town of Sahuarita Parks, Recreation & Community Services Department, you must meet the following requirements:

- Be currently enrolled in a university, junior college, vocational or technical school
- Be able to work at least 19 hours per week
- Have a strong interest in Parks and Recreation or similar field
- The internship must be eligible for school credit or satisfy a school requirement

### **Desirable traits include:**

- A strong work ethic
- Excellent written and verbal communication
- A positive attitude, enthusiasm, self-motivated
- Willing to take on new challenges and experiences
- Adaptable to changes
- Genuine enjoyment interacting with people
- Able to work outdoors in high temperatures and occasional inclement weather
- Able to lift 40 pounds
- Able to maintain good working relationships with co-workers
- Able to obtain CPR/First Aid/AED Certification
- Valid driver's license

### **Schedule**

A typical schedule includes weekdays, evenings, and weekends as scheduled by the intern's supervisor.

### **Uniform**

Staff shirts will be provided to wear at the workplace. The remaining uniform, if required, is the responsibility of the intern.

### **Transportation**

It is the intern's responsibility to provide his/her own transportation to and from internship sites.

## **Housing**

TOS Parks, Recreation & Community Services Department does not provide housing for its interns.

## **Town of Sahuarita Parks, Recreation & Community Services Department Mission**

*To create community through people, parks and programs.*

This is achieved by providing the public with a variety of recreational opportunities and facilities.

## **Internship Experiences**

Students are given an overview of the entire Department. If a specific area of concentration is requested, effort will be made to focus work experience to that interest.

Interns spend time shadowing employees, working on projects, implementing programs, and gaining familiarity with policies and procedures. Our intent is to maintain flexibility in trying to give each intern what they desire in "on the job" experience while at the same time meeting the requirements of their respective school and providing a positive benefit to the Department.

## **Recreation, Events and Community Services**

Responsible for providing Sahuarita residents the opportunity to participate in a wide variety of enjoyable recreational and community service activities.

## **Intern Experiences**

Under supervision;

- Plan, organize, and conduct a variety of activities, programs, and classes
- Assist with programming summer or school break camp
- Arrange for facilities and equipment
- Help with the supervision/management of a community recreation facility
- Assist in maintaining accurate records of revenue, expense and attendance
- Perform administrative tasks (customer service, front desk, activity registration, facility reservations)
- Obtain quotes and cost estimates for program/event implementation
- Assist with inventory verification
- Promote activities through media design, written public service announcements and website articles
- Plan and execute sports leagues, workshops and tournaments
- Help develop, plan and coordinate concerts, festivals, grand openings, craft shows and similar
- Help develop, plan and coordinate neighborhood outreach
- Implement fitness and wellness programs
- Other duties as assigned

## **Parks**

Responsible for the preparation and maintenance of parks, trails, and recreation facilities to enhance the quality of life for Sahuarita residents.

### **Intern Experiences**

Under supervision;

- Research cost effective and efficient products, resources, equipment and software
- Assist with purchasing processes and budget management
- Conduct, update, and manage inventory (amenities and equipment)
- Interact with outside support groups (volunteers, corrections crew, conservation corps)
- Perform hands-on operations, such as landscaping, facility and building maintenance and park improvements.
- Other duties as assigned.

### **Administrative**

Responsible for executive oversight and a range of financial, personnel, technology, marketing and policy services and plans that enable the Parks, Recreation & Community Services Department to achieve its mission.

### **Intern Experiences**

Under supervision;

- Assist with special projects
- Assist budget management
- Update data being tracked by department (i.e. utility consumption, participation)
- Assist with Parks and Recreation Commission meeting preparation
- Assist with records retention/destruction
- Assist with monthly/quarterly/yearly reporting
- Other duties as assigned

### **Internship Selection Process**

- Internship applications will be accepted when positions are advertised/recruited
- Interested students should contact their advisor and follow their school's internship procedure.
- Application process includes an on-line application through the Human Resources Department plus send the internship application, cover letter and resume to the Town of Sahuarita Parks, Recreation & Community Services Department.
- Complete an interview. A Skype interview may be arranged if applicant is unavailable to appear in person.
- A background check is required after establishing mutual interest.
- Starting date is confirmed.

### **Compensation**

Hourly rate within advertised range is dependent on qualifications. Internship is considered temporary, seasonal employment.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.