

**Job Announcement:** Intern

The La Pine Park & Recreation District has a unique opportunity for a young professional to work with the Director of Parks & Recreation and the Community School Summer Program Coordinator to development Youth Afterschool and/or Summer Program (depending on your term of service) for La Pine, Oregon . Together with the Community School Summer Program Coordinator you will be responsible for the day-to-day operations of the summer programs, supervising volunteers, youth mentoring, direct service provision, and program evaluation and reporting. In partnership with the Community School Program Team you will build a program based on best practices and community needs. For more information, to download an application and to review the complete job description please visit: [www.lapineparks.org](http://www.lapineparks.org) under employment.

**How to Apply:**

1. Discuss the placement with your academic advisor and obtain approval to apply.
2. Submit the following:
  - a. Intern Application
  - b. Current resume with prior work experience
  - c. List of strengths and skills as they would apply to your internship
  - d. List of goals and objectives for your internship experience
  - e. Letter of recommendation for academic advisor
  - f. A statement as to why you are interested in your internship with La Pine Parks & Recreation District

*Mail your packet to:*

Justin D. Cutler  
Internship Program  
La Pine Park & Recreation District  
PO BO 664  
La Pine OR 97739

**OR**

*Email your application in a PDF format to:*

[justin.cutler@lapineparks.org](mailto:justin.cutler@lapineparks.org)

- Term:** Varies depending on Intern need
- Stipend:** Negotiable depending on experience and term of service (minimum \$500 per month)
- Benefits:** Possible housing benefit may be available for placements over three months
- Anticipated start date:** Varies depending on Intern need. Likely start date would be no later than June 15<sup>th</sup>
- Closing Date:** **Open until filled**
- Questions:** Justin Cutler, Director  
541.536.2223  
[justin.cutler@lapineparks.org](mailto:justin.cutler@lapineparks.org)

## **INTERN**

*Each internship experience will be specifically tailored to meet the needs of the individual student. However the main components of the experience will include the following.*

**SUPERVISION RECEIVED:** Works under the direction of the Director of Parks & Recreation

**DEFINITION:** Under general direction plans, organizes and provides supervision and oversight for recreation activities, services, special events, classes, field trips, programs and facilities; recruits, coordinates, supervises and evaluates the activities of regular, temporary and volunteer recreation staff; develops schedules; prepares program budgets and monitors expenditures; conducts outreach and marketing activities with users, donors, sponsors and community groups; attend districts management/supervisory team meetings; and performs related duties as required

### **REQUIREMENTS**

- Two years of education in recreation administration, physical education, leisure services or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job
- Strong computer skills including but not limited to; email, word, and excel
- Able to generally organize and prioritize work
- Work cooperatively with staff and public which includes the ability to exercise a entry degree of expertise, initiative and work with the Director of Parks & Recreation and/or Community School Coordinator, on decision-making to insure customer satisfaction
- Work independently within the established policies and procedures of the district
- Communicate orally in the English language in a one-on-one or group setting
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar
- Must currently hold a valid drivers license

### **AREAS OF RESPONSIBILITY**

#### **SUPERVISORY**

- Oversees all summer camp programs with the support of the Director of Parks & Recreation and the Community Schools Coordinator. Oversees contract instructors including maintaining a program evaluation system to gather input from participants regarding program preferences and quality, and to measure general customer service.
- Attending new programs and dropping in on established programs occasionally for evaluation purposes will be necessary
- When offered, directs all activities of the school age care program and after school sports
- Administer discipline with the assistance of the Director of Parks & Recreation and/or the Community School Coordinator, according to District policy

## **SAFETY**

- Follow and enforces safety and operating procedures according to the policy manual. Provides for maintenance needs including compliance with health and safety codes and building codes.
- Follows up on all accident / incidents that took place in any recreation department & assists in necessary investigations
- Holds a current certification in First Aid, and CPR
- Maintains a safe working environment

## **TRAINING**

- With supervision from the Director of Parks & Recreation and/or Community Schools Coordinator, coordinate required training for summer staff
- Attends training as required by the District in order to perform necessary duties and assignments

## **RECREATION**

- Plans diversified recreation activities and special events to meet current needs
- With coordination of other duties, be involved in participating as instructor / supervisor / assistant of some of the programs being offered
- Contacts instructors
- Secures locations for classes & completes building use contracts if needed
- Schedules dates & times of classes
- Makes recommendations to the Director of Parks & Recreation and/or the Community Schools Coordinator as to the design of recreation program layout after all information is gathered and individual classes have been structured
- Implements and follows up on each recreation activity
- Responsible for advertisement of all programs and activities
  - Distributes Program – Maintains advertisement boards in each school
  - Distributes Flyers on individual programs when deemed necessary
  - Advertises through public service announcements individual classes via newspaper, radio & TV ad channel
  - Maintains and hangs banners and signs

## **OFFICE**

- Assists in registering students for classes
- Provides detailed response to information requested about programs and activities
- Actively pursues funding for recreation activities and special events
- Researches, prepares and submits grant applications for the District

## **GENERAL**

- Attends Board meetings when applicable
- With the assistance of the Director of Parks & Recreation, maintains contacts with schools, businesses, volunteers and other community groups
- Performs other job related duties as assigned
- Work flexible hours (weekends or nights) when necessary due to recreation activities and special events
- Responsible for being familiar with and following the District policies & procedures



"Coming Together for a Healthy Community"

PO BOX 664, La Pine OR 97739  
541.536.2223

**The Program**

The La Pine Park & Recreation Intern Program was created to provide opportunities for college students to gain firsthand knowledge and understanding of park and recreation processes through pre-professional work experience. The Intern Program offers administrative internships to students in many areas including summer camps, recreation planning, sports, park maintenance, special events, senior services and graphic services.

**Duration**

Exact starting and ending dates will be arranged between the intern and the supervisor. All internship hours will be arranged between the intern and the supervisor.

**College Credit**

Many schools offer academic credit for internships. To determine if your school offers credit and/or the requirements for obtaining credit, you must contact your schools career placement office or your academic advisor. We will be happy to work with you as a partner agency.

**Compensation**

Most internships are not paid positions. Your internship application and agreement should not be construed as an offer of paid employment.

I am applying for an internship that will begin \_\_\_\_\_ and ends \_\_\_\_\_.  
Date Date

Number of Hours Requested \_\_\_\_\_ Days of Week Requested \_\_\_\_\_

The following information must accompany the internship application:

- o Current Resume noting prior work experience
- o List of strengths and skills areas as they would apply to your internship
- o List of your Goals and Objectives for your Internship Experience
- o Letter of recommendation from your academic advisor
- o A statement of why you are interested in completing your internship with La Pine Park & Recreation

\*Have you even been convicted of a misdemeanor or felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Do you have any pending charges against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, charge: \_\_\_\_\_ Felony \_\_\_\_\_ Misdemeanor

\*This information may be verified. Affirmative answers will not necessarily exclude you from internship; however, the information will be considered insofar as it relates to the assigned areas of your internship.

Name: \_\_\_\_\_  
Last First Middle

Date available to begin: \_\_\_\_\_

School Home Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Permanent Home Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Personal Email Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

School Home Phone: ( ) \_\_\_\_\_ Permanent Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

University/College/Vocational/Technical School you are currently attending:  
\_\_\_\_\_

Educational status by start of internship

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduating Student \_\_\_\_\_

Major(s): \_\_\_\_\_

Experience/Skills/Interests:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

***I certify that the information I have provided is true, correct, and complete to the best of my knowledge.*** I understand acceptance of an internship position is a commitment on my part to the number of hours of service agreed upon. I understand that I am not an employee of the La Pine Park & Recreation District, and that any duties that I perform are for my internship. I agree to abide by the procedures set forth by the La Pine Park & Recreation District for my assigned work duties. I also understand that it is my responsibility to update any address, emergency, or other changes to the information on this form.

By my signature, I authorize the La Pine Park & Recreation District to conduct a background check of my driving record and my criminal record.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed application and requested information to:**

Justin D. Cutler, Director of Parks & Recreation, La Pine Park & Recreation District, PO BOX 664 La Pine OR 97739 or [Justin.cutler@lapineparks.org](mailto:Justin.cutler@lapineparks.org) 541.536.2223