

Clayton County Parks & Recreation Internship Program

Thank you for your interest in an internship with the Clayton County Parks and Recreation Department. We offer an educational work experience that is beneficial to students working in a parks and recreation setting. This setting provides internship opportunities in Park Services, Recreation Services, Enterprise Services, and Open Space/Green Space Operations. Internships are offered for a twelve-week period, traditionally in the late spring and summer months. Applicants should be at least a junior, working towards an applicable degree and be recommended by their college or university.

CCPRD Mission Statement

The mission of the Clayton County Parks and Recreation Department is to foster leisure activities, pursuits, and experiences through the provision of comprehensive and affordable recreation programs and facilities to the citizens of Clayton County.

CCPRD Vision Statement

The Clayton County Department of Parks and Recreation strives to engage and connect communities through people, parks, and programs by providing a diverse offering of events and activities within our parks and facilities while enhancing the quality of life for the residents of Clayton County.

Internship Program Goals

- Provide the student an opportunity to combine theory and practice with his/her professional education by encouraging the exchange of insights between Clayton County Parks & Recreation (CCPRD) and the student.
- Provide the student an opportunity to expand his/her philosophy and understanding of the parks and recreation profession.
- Help the student gain an understanding and appreciation of the roles, duties and responsibilities of a full-time professional and the people they serve.

INTERNSHIP GUIDELINES

Qualifications:

Applicant must be currently enrolled in a four-year accredited university or college studying parks and recreation management, leisure studies, or related curriculum.

Application Procedure

1. Interested students should first contact the internship coordinator at their own college or university and follow the normal procedures of their school.
2. With permission of their school, candidates should submit a cover letter explaining their interests, experiences, talents, and other information which qualifies them for an intern position. This letter should clearly express an interest in the internship.

3. Candidates should also complete the CCPRD Intern Application and include a resume with two personal references and phone numbers.

Once the application packet is received, the internship coordinator will contact the individual candidate for an interview. Interviews can be conducted on site; if an on-site interview is not practical, a telephone interview will be arranged. If you are selected, we will contact you to confirm dates of your internship and schedule your internship orientation.

If you are selected for an internship with Clayton County Parks & Recreation, please note the following:

- **Compensation** - Internships are unpaid positions.
- **Dress** - CPRD has an agency dress code determined by what area you will be working. Your direct supervisor or internship coordinator will provide more detailed information upon agreement of internship.
- **Housing** - CCPRD provides no housing for interns.
- **Transportation** - Each intern is required to provide their own reliable transportation.
- **Meals** - Interns are responsible for providing their own meals.

INTERN RESPONSIBILITIES

Working Hours:

Interns will be expected to work 32 hours per week for twelve calendar weeks. The intern should be flexible by working the times and dates assigned to you. The intern will have to work some evenings and weekends.

Physical Requirements:

The intern must have the ability to lift 50 lbs, answer a telephone, and operate a computer keyboard. He or she must be able to obtain a valid Georgia State driver's license.

Knowledge, Skills, and Abilities:

Internship candidates must have knowledge of recreation policies and procedures, public relations, marketing, budgeting, special events and programming; ability to prepare reports; ability to communicate orally and written with the public and government officials; deliver written and verbal instruction; write and construct brochures and press releases; work with diverse groups and community boards, administration and promotion. He or she must possess excellent interpersonal communication skills and the ability to communicate in public.

Assignments:

Assignments are based on the intern's strengths, growth areas and interests. It is the intention of the Intern Coordinator to suggest events that will broaden the learning experience of the intern and provide comprehensive exposure to the general operations of the Clayton County Parks & Recreation Department. On a rotating schedule, over the course of the intern's tenure with the Department, areas assigned will include the following:

Administration

As a member of Administration, the intern will provide quality support for all of our programs. The intern's responsibilities will vary based on the areas assigned, however, as a member of the team the intern's responsibilities may include exposure to budget preparations; attendance at departmental meetings; research, development, organization, and implementation of new programs and/or events; review of policies and procedures; marketing and promotion of the program and facilities; and the solicitation of sponsorships and strategic partnerships.

Park Services

The Park Services Division has three sections: Park Maintenance, which is responsible for preparation and maintenance of park facilities; Safety and Loss Prevention, which is responsible for risk management; and Athletics, which is responsible for recreational and competitive youth and adult sports programming.

Enterprise Services

The Enterprise Services Division operates out of the Clayton County International Park, and encompasses the Sales and Marketing office, the Tennis Complex, Muscle Beach Fitness Center, The Beach Water Park and Miniature Golf Complex, The VIP Events Rental Facility, beach volleyball courts, a baseball field, as soccer field, and a variety of playgrounds and picnic pavilions.

Recreation Services

The Recreation Services Division facilitates community forums, after-school programming, summer camps, provides quality programming to youth and adults based on the needs and interests of the community. This division also includes Therapeutics, which provides recreation services for youth participants with disabilities. Aquatics programming for indoor and outdoor pools, in addition to a full-service natatorium, is provided by Recreation Services as well.

Open Space/Green Space Operations

Reynolds Nature Preserve provides educational programs for children and adults to foster an interest in and appreciation of our natural environment. Classes on many aspects of nature are offered year round and include summer day camps, scout programs, field visits for school groups, and outreach programs.

Special Projects

Even if the intern's college/university *does not* require him/her to undertake a project while completing the internship, one special project will be assigned by the CCPRD Internship Coordinator. The intern will be expected to design and implement one community wide special event for the public. However, if intern's college/university *does* require a project, we will help tailor the project to meet the course-prescribed curriculum needs. Also, the intern will be expected to give an oral report/presentation in front of the administration team near the end of his/her internship.

Additionally, the intern will assist with planning, implementing, budgeting, marketing and management of special events, leagues, lessons, and other recreation programs offered by the Clayton County Parks and Recreation Department, and he or she will be expected to perform other duties as assigned.

**Clayton County Parks & Recreation
Internship Program Application**

Date _____

Name _____
Last First Middle

Current Address _____
Street

City/State/Zip Phone

Primary Phone _____

Secondary Phone _____

Permanent Address _____
Street

City/State/Zip

Email Address _____ **Date of Birth** _____

College/University _____

Address City/State/Zip

Advisor Name & Phone Number _____

Major _____ **Area of Emphasis** _____

When do you expect to graduate? _____

Available Start Date _____ **Preferred Ending Date** _____

Are you legally eligible for employment in the USA? Yes _____ No _____

CRIMINAL TRAFFIC AND / OR CIVIL COURT RECORD: Have you ever been convicted of an offense in an adult court other than for a minor traffic violation? Yes_____ No_____
(If answer is YES, give complete details below. A conviction will not necessarily exclude you from employment consideration.)

Indicate source from which you first learned of this position?

What do you expect from an internship experience?

Provide a statement of your career objective.

Include any other information you feel we should have.

Please ask your academic advisor to comment regarding your interest in being a CCPRD intern.

Advisor's Name (Please Print)

Office Phone Number

Email Address

Advisor's Signature

The facts set forth in my application for this internship are true and complete. I understand that if I am accepted, any false statement on this application may result in my dismissal. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the Clayton County Parks & Recreation Department in any way to employ me. I understand and agree that my internship is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason.

Signature of Applicant

Date

RETURN COMPLETED APPLICATION TO:

Koboi M. Simpson
Internship Coordinator
Clayton County Parks & Recreation
2300 HWY 138, SE
Jonesboro, GA 30236

Clayton County Parks & Recreation Department Internship Program

SUPERVISOR MID-TERM EVALUATION

INSTRUCTIONS: The Internship Coordinator should evaluate the intern objectively. Consider the performance of the intern compared with what was expected. If there have been previous interns, compare the intern with other interns of comparable academic level performing similar tasks.

Intern _____

Supervisor _____

Internship Site _____

Date _____

1= Very Poor
 2= Poor
 3=About Average
 4=Good
 5=Excellent
 NA= Not Applicable

Work Habits

Punctual: NA 1 2 3 4 5
 Work is done on time: NA 1 2 3 4 5
 Finds work to do: NA 1 2 3 4 5
 Takes initiative: NA 1 2 3 4 5
 Gets it right the first time NA 1 2 3 4 5
 Dependable & responsible NA 1 2 3 4 5
 Finishes tasks w/o prodding NA 1 2 3 4 5

Abilities

Uses good judgment NA 1 2 3 4 5
 Shows creativity: NA 1 2 3 4 5
 Exhibits problem solving skills: NA 1 2 3 4 5
 Makes good decisions: NA 1 2 3 4 5
 Catches on & learns quick: NA 1 2 3 4 5
 Can organize tasks: NA 1 2 3 4 5
 Exhibits leadership quality NA 1 2 3 4 5

Communication

Speaks effectively: NA 1 2 3 4 5
 Speaks effectively before groups: NA 1 2 3 4 5
 Can write effectively: NA 1 2 3 4 5

Professionalism

Appropriate appearance/dress NA 1 2 3 4 5
 Professional behavior: NA 1 2 3 4 5
 Professional attitude: NA 1 2 3 4 5
 Strong interest in learning: NA 1 2 3 4 5

Personality

Exhibits enthusiasm NA 1 2 3 4 5
 Outgoing personality: NA 1 2 3 4 5
 Demonstrates self-confidence NA 1 2 3 4 5

Relationships

Gets along with co-workers NA 1 2 3 4 5
 Gets along with superiors: NA 1 2 3 4 5
 Interacts well with the public: NA 1 2 3 4 5
 Accepts authority NA 1 2 3 4 5
 Accepts criticism/suggestions NA 1 2 3 4 5

Overall Performance 1 2 3 4 5

Recommended Grade A B C D F

Comments on Student Performance _____

Areas to Improve _____

Strengths _____

Has this evaluation been discussed with the intern? Yes No

Supervisor Signature _____

Intern's Signature _____

Clayton County Parks & Recreation Department Internship Program

SUPERVISOR FINAL EVALUATION

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Recommended Grade A B C D F

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Areas to Improve _____

Strengths _____

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Intern's Signature _____

Clayton County Parks & Recreation Department Internship Program
INTERN'S FINAL EVALUATION REPORT

A Space is provided to write a statement about your rating after each question. This evaluation is be submitted to the Internship Coordinator upon completion of the internship.

Rate performance: 1= Poor; 2= Unsatisfactory; 3= Satisfactory; 4= Good; 5= Excellent

1. Quality of orientation at agency 1 2 3 4 5
Comments:

2. Quality of learning experience at agency 1 2 3 4 5
Comments:

3. Quantity of work experience at agency 1 2 3 4 5
Comments:

4. Quality of instructional meetings with agency supervisor(s) 1 2 3 4 5
Comments:

5. Additional Comments:

Intern's Signature _____

Date: _____