Rockdale County Parks & Recreation
Internship Program

Mission Statement: Rockdale County Parks & Recreation strives to provide an internship program to establish a beneficial relationship and growth opportunity for Rockdale County and collegiate students in their respective fields. This program is intended to enhance and to accomplish our goal of providing relevant and diverse family, arts and cultural programming.

Philosophy and Purpose of Parks & Recreation Internship Program
Internships provide an opportunity to explore occupational fields related to majors and career goals. Parks & Recreation’s program is set-up to guide students through intentional and hands-on learning objectives and performance evaluations. The experience should complement and enhance classroom learning while creating links between the college and the world of work. This program is intended to invest in an important community resource: the student. Our goal is to assist with every intern’s personal growth, career, skill and leadership development and cross-cultural awareness.

Division Overview
The Recreation and Maintenance Department of Rockdale County provides a broad scope of life-enriching services to Rockdale County residents and visitors.

The Parks and Recreation division operate an indoor swimming pool, outdoor parks with playgrounds, outdoor splash pad, a 650-acre lake for boating and fishing, trails, a recreation center, tennis center, ball fields and many other facilities.

The department offers many recreational programs for citizens of all ages and with varied interests, such as: basketball, aquatic classes and swimming, exercise classes, fishing, senior activities, summer camp, adult softball, tennis, Therapeutic Recreation, works in partnership with Special Olympics, and additional various programs.

The Recreation Division also manages the rental of Rockdale County facilities including Costley Mill Park, the Auditorium JP Carr and CE Steele Community Room, meeting rooms, pavilions, ball fields and gyms. The department offers open space in the form of trails, playgrounds, and green fields.
Internship Goal
The goal of the Rockdale County Parks & Recreation Internship Program is to provide an intern with the opportunity to apply information and skills obtained in the classroom to real-life working situations. The internship also offers the opportunity to gain experience in planning, organizing, leading and evaluating various recreational programs. Furthermore, it provides the intern with a constructive review and evaluation of their skills and competencies.

Internship Requirements
- Eligible candidates shall have taken university course work related to the internship opportunity.
- Each eligible candidate shall complete a Rockdale County Parks & Recreation internship application.
- Each eligible candidate shall include a current transcript of university course work. A minimum Core GPA of 3.0 is required.
- Each eligible candidate shall include a current resume/cover letter.
- Each eligible candidate shall include two professional recommendation letters
- Each eligible candidate shall include proof of liability insurance
- Selected candidates shall meet department standards for drug screening and background check.
- Each eligible candidate should be First Aid, CPR/AED Certified (or receive certification within 30 days of hire.)

Application Procedure Checklist:
- Intern Application
  - Resume/Cover letter (Attach to Application)
  - Transcript documenting 3.0 Core GPA (Attach to Application)
  - Letter of Recommendation (2) (Attach to Application)
  - Copy of CPR/AED Certification (Attach to Application)
  - Proof of Insurance (Attach to Application)
- Application materials must be received by:
  - March 30 (Summer Internships)
  - June 25 (Fall Internships)
  - November 26 (Winter/Spring Internships)

For questions, please contact:
Jasmin Springer, Administrative Clerk
jasmin.springer@rockdalecountyga.gov
770.278.7255
Internship Requirements

<table>
<thead>
<tr>
<th>Title of Position</th>
<th>Recreation Intern</th>
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<tbody>
<tr>
<td>Division</td>
<td>Parks &amp; Recreation</td>
</tr>
<tr>
<td>Reports To</td>
<td>Varies based on internship assignment</td>
</tr>
<tr>
<td>Salary</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Duration</td>
<td>15-weeks</td>
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Interns are representatives of Rockdale County Parks & Recreation, their college/university and their community. The division is committed to providing each intern with the highest on-the-job-training possible. In turn, each intern is responsible for making the most of this opportunity. Below is a list of required assignments each intern must commit to, prior to and during an internship.

**Orientation:** Learn divisional and center policies and operations.

**Special Project:** The intern and intern supervisor will determine the type and scope of project. The intern will plan, organize, promote, implement, purchase supplies (if necessary) and present the project for evaluation.

**Class/Program Administration:** The intern will program at least two different activities for the duration of the internship specific to their area of interest.

**Special Events:** The intern will be required to volunteer at a minimum of three divisional special events.

**Additional Assignments:** Throughout the internship, staff members will delegate assignments that are important to the success of operations and programs. Therefore, successful completion of all assigned tasks by the intern is required.
Therapeutic Recreation
Internship Program Requirements

- Required minimum of 560 hours and 14 weeks based on NCTRC standards.
- TR intern is required to do a case study.
- An acceptable internship is defined by the Therapeutic Recreation process as defined in the NCTRC Job Analysis Task Areas. The NCTRC Job Analysis Task Domains are:
  
  - A- Professional Relationships and Responsibilities
  - B- Assessment
  - C- Plan Interventions and/or Programs
  - D- Implement Interventions and/or Programs
  - E- Evaluate Outcomes of the interventions/Programs
  - F- Document Intervention Services
  - G- Treatment Teams and/or Providers
  - H- Develop and Maintain Programs
  - I- Manage TR/RT Services
  - J- Awareness and Advocacy
Intern/Employer Responsibilities

Intern’s Responsibilities:
- Understand center/program and division policies.
- Perform all duties assigned in a professional and efficient manner.
- Adhere to dress code.
- Develop an awareness of center/program needs and concerns of the participants.
- At the time of application, notify supervisor of any extended known leaves of absence.
- Once enrolled in internship, notify supervisor of any absences in advance (if possible). Consult with supervisor for clarification and/or direction regarding issues and procedures.
- Participate in weekly meetings with supervisor to assess internship progress.
- Submit a final evaluation of the internship to supervisor.
- Route all correspondence to supervisor. Supervisor (or assigned staff) signature must accompany intern’s signature on all correspondence.
- Access to reliable transportation.
- At the time of application, notify supervisor of any special accommodations that are needed.

Employer Responsibilities:
- Educate intern regarding program/center/division policies.
- Provide meaningful and varied experiences that will enhance intern’s professional development.
- Provide direction, counseling, and supervision to intern.
- Plan and organize supervised work experience that is practical to intern.
- Educate staff regarding internship program.
- Evaluate intern’s performance and provide constructive analysis.
- Evaluate the performance of the intern on behalf of college professor.
Internship Application

*Please complete with accuracy*

**Student Information**

Name: __________________________________________

Address: _______________________________________

Phone: ________________________ Email: ________________________________

College/University: ___________________________ Expected Graduation: ____________

**Internship Information**

Student internship will begin on _____________ and end on ________________.

Internship title: _______________________________________________________

Goals to accomplish during internship:

What do you want to experience or learn during this internship?

Intern Signature: ____________________________ Date: _________________________
I hereby authorize **Rockdale County Recreation** to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

| Full Name:  
<table>
<thead>
<tr>
<th>(First, Middle, Last)</th>
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<tbody>
<tr>
<td>Street Address:</td>
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<td>—</td>
</tr>
</tbody>
</table>
| City:  
| State:  
| Zip: |
| Sex:  
| Male □  
| Female □  
| Race: |
| Date of Birth:  
| (mm/dd/yyyy) |
| Social Security Number: |

**Signature:**

**Date:**

**Special Employment provisions (check if applicable):**

- Employment with mentally disabled (Purpose code “M”)
- Employment with elder care (Purpose code “N”)
- Employment with children (Purpose code “W”)
- Vendor or contractor at a criminal justice agency, who are NOT involved with the actual administration of criminal justice at the agency (Purpose code “C”)
- Employment with firefighter agency, public/private agency, licensing, adoption/foster parent, individual records, public housing (Purpose code “E”)

**ONE OF THE FOLLOWING MUST BE CHECKED:**

- I, the above signed, do give consent to the above named person/company/agency to perform periodic criminal history checks for the duration of my employment with person/company/agency.

- This authorization is valid for 90 days from date of signature.

- This authorization is valid for 180 days from date of signature.

- This authorization is valid for ____ days from the date of signature.

**Notary Public:**

**Commission Expires:**
Employer Internship Agreement

This internship agreement is between the student, the employer, and the student’s university Internship Program Supervisor. The purpose of this internship is to provide the student with learning activities in their specific major at a reputable and agreeable site while exposing the student to responsibilities in the workplace.

The intern student is required to work for a minimum of 600 clock hours over a 15-consecutive week period. The site supervisor is requested to complete written periodic and final evaluation forms of the student’s performance during the internship period.

If the site supervisor determines the intern is not making sufficient progress to warrant the continuation of the program, he/she may contact the university’s Internship Program Supervisor. Upon consultation, the intern may be withdrawn from the internship placement site.

By signing this document, each party agrees to the internship for the specified period as identified on the application form.

_________________________         ______________________
Signature of Student Intern       Date
Student Name-Please Print

_________________________         ______________________
Signature of Site Supervisor       Date
Employer’s Name & Title

_________________________         ______________________
Signature of University Internship Supervisor       Date
Writing S.M.A.R.T. Goals

A S.M.A.R.T. goal is defined as one that is specific, measurable, achievable, results-focused, and time-bound.

**Specific:** Goals should be simplistically written and clearly define what you are going to do.

Specific is the What, Why, and How of the S.M.A.R.T. Goal

**Measurable:** Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal.

**Achievable:** Goals should be achievable; they should stretch you slightly, so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities to achieve the goal.

**Results Focus:** Goals should measure outcomes, not activities.

**Time-bound:** Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without time restraints, the goal is unlikely to produce an outcome.

**Example Goal:** Complete my Science project before the due date

**SMART Goal:** Complete my Science project (Specific) by researching water for 1 hour each afternoon (Measurable) during the week of March 1 (Time Bound) so I will have all the data to present prior to the due date of March 31 (Result) Ask yourself, is it achievable?
S.M.A.R.T. Goal Questionnaire

Goal:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Specific: What will the goal accomplish? How and why will it be accomplished?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Measurable: How will you measure whether the goal has been reached? (list at least two indicators.)

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Achievable: Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Results-Focused: What is the reason, purpose, or benefit to accomplishing the goal? What is the result of the goal?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Time-Bound: What is the established completion date and does that date create a sense of urgency?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Intern Evaluation Form

Intern Name: __________________________________________________

Intern Site: ____________________________________________________

Intern Supervisor: _______________________________________________

Circle the number in the box of the number that best reflects your level of agreement/disagreement with each of the following statements.

1=Strongly Agree; 5=Strongly Disagree

<table>
<thead>
<tr>
<th>Statement</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>I achieved my learning goals during the internship.</td>
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<td>Through my duties, I received training in a profession/field related to my study.</td>
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<td>I experience some of the realities of working in the profession/field.</td>
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<td>I successfully completed my assigned responsibilities and duties.</td>
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Evaluate the following aspects of your internship by circling the number in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank.

1= Outstanding; 5=Unsatisfactory

<table>
<thead>
<tr>
<th>Aspect</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tr>
<td>Work Environment</td>
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<td>Support and Feedback</td>
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<td>Opportunity to be Creative</td>
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<td>Interaction with Others</td>
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Overall Evaluation of Internship (circle one):

Superior    Excellent    Satisfactory    Unsatisfactory

Additional Comments:

________________________________________________________________________

Intern’s Signature: ____________________________    Date: __________