



Rockdale County Parks & Recreation

Employer Internship Packet

P.O. Box 181
Conyers, Ga 30012

Costley Mill Park
NATURE PARK AND EVENT VENUE





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.

Department Overview

The Parks & Recreation Department of Rockdale County provides a broad scope of life-enriching services to Rockdale County residents and visitors.

The Parks and Recreation Department 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 Parks & Recreation Department 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.

Rockdale County Parks & Recreation Internship Program

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:

Aleah Jackson, Administrative Operations Coordinator
aleah.jackson@rockdalecountyga.gov 770.278.7255

Internship Requirements

Title of Position	Recreation Intern
Department	Parks & Recreation
Reports To	Varies based on internship assignment
Salary	Unpaid
Duration	15-weeks 600 Hours

Interns are representatives of Rockdale County Parks & Recreation, their college/university and their community. The department 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 departmental 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.



OFFICE USE ONLY

Date Received: ____/____/____

Received By: _____

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: _____

ROCKDALE COUNTY SHERIFF'S OFFICE
 GEORGIA BUREAU OF INVESTIGATIONS
 GEORGIA CRIME INFORMATION CENTER (G.C.I.C.)
CONSENT FORM



PLEASE PRINT CLEARLY

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: (First, Middle, Last)							
Street Address:							
City:					State:		Zip:
Sex:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Race:		
Date of Birth: (mm/dd/yyyy)							
Social Security Number:							
Signature:							
Date:							
Special Employment provisions (check if applicable):							
<input type="checkbox"/>	Employment with mentally disabled (Purpose code "M")						
<input type="checkbox"/>	Employment with elder care (Purpose code "N")						
<input checked="" type="checkbox"/>	Employment with children (Purpose code "W")						
<input type="checkbox"/>	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")						
<input type="checkbox"/>	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:							
<input checked="" type="checkbox"/>	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.						
<input type="checkbox"/>	This authorization is valid for 90 days from date of signature.						
<input type="checkbox"/>	This authorization is valid for 180 days from date of signature.						
<input type="checkbox"/>	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

I achieved my learning goals during the internship.	1	2	3	4	5
Through my duties, I received training in a profession/field related to my study.	1	2	3	4	5
I experience some of the realities of working in the profession/field.	1	2	3	4	5
I successfully completed my assigned responsibilities and duties.	1	2	3	4	5

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

Work Environment	1	2	3	4	5
Support and Feedback	1	2	3	4	5
Opportunity to be Creative	1	2	3	4	5
Interaction with Others	1	2	3	4	5

Overall Evaluation of Internship (circle one):

Superior Excellent Satisfactory Unsatisfactory

Additional Comments:

Intern's Signature: _____

Date: _____