



RECREATION INTERNSHIP GUIDE

THE CITY OF FORT COLLINS
RECREATION DEPARTMENT
OFFERS VALUABLE AND
APPLICABLE FIELD EXPERIENCE.



Volunteer Handbook

Appendix: Recreation Internships

Table of Contents	1
Letter from the Director	2
Mission, Vision, Values	3
Interning with Recreation	5
Program Areas and Opportunities	7
Promotional Flyer	12

Welcome



Greetings,

Are you looking for a fun and active internship that offers an opportunity to engage with all demographics in the community? The City of Fort Collins accepts applications from highly motivated students who are majoring in recreation, human services, education, business, and other fields of study that could help support Recreation programming throughout the year.

While the internship positions offered through Recreation could be geared towards students that are studying recreation, positions are not limited to those working towards a recreation major. Recreation is a diverse department within the City of Fort Collins that includes programming for athletics, child development, inclusion, marketing, senior engagement, and more. There is a place for almost any student that has a strong commitment to the community and a desire to give the gift of recreation.

The City of Fort Collins strives to provide exceptional service for an exceptional community. As an intern, we offer resources, training, and guidance to set you up for success so that you can, in turn, provide exceptional service to your community.

This Internship Guide includes information about internship opportunities available with the City of Fort Collins Recreation Department, as well as an outline of the process to apply for an internship with the City of Fort Collins. If you have any questions about our internship program, please feel free to contact any of the supervisors listed throughout the manual.

Thank you for your interest in joining our team. We look forward to getting to know you.

Happy recreating,

A handwritten signature in black ink that reads "Bob Adams". The signature is fluid and cursive, with the first name "Bob" being more prominent than the last name "Adams".

Bob Adams
Recreation Director

Guiding Principles



Recreation Vision, Mission, Values

Vision

World-class recreation services which inspire people to lead engaged, healthy lives.

Mission

Fostering health and well-being through diverse and inclusive recreation opportunities, sustainable planning, and community partnerships.

Priorities

- A Healthy Organizational Culture
- Financial Sustainability & Resourcefulness
- Model Service Delivery Standards & Best Practices
- Strong Community & Customer Relationships
- Smart Use of Evolving Technology



Internships



Internship program with Recreation

The goal of the City of Fort Collins Recreation Department internship program is to provide interns an effective transition from the classroom to the professional world. Interns are afforded the opportunity to gain experience in planning, organizing, leading, and evaluating various recreational classes and/or programs. The job description or internship experience for each intern will be tailored to their interests and availability, as well as by the needs of the Recreation Department. Recreation internships are available throughout the year. The majority of internships are unpaid. For information about specific internship opportunities and current position descriptions, contact the program supervisor for the division in which you are interested. More information, including contact information, can be found online at engage.fcgov.com.

Definitions

Full-time internship

A full-time internship is defined as those interns working 30-40 hours per week per semester (12-16 weeks) and receiving school credit. Although full-time internship program requirements vary depending on placement, full-time interns can expect to be assigned, but not be limited to: a long-term special project, running or teaching a recreation program/class, participating in department meetings, developing a new class or program, and being introduced to budgeting, marketing, and community networking as it pertains to their given recreation placement.

Part-time internship

Part-time internships differ from full-time internships primarily by the needed number of completed hours as required by their particular college or university. Part-time internships can range between 10-29 hours per week per semester (12-16 weeks). Similar to full-time interns, part-time interns may receive credit from their school for their internship. Part-time internship duties vary depending on placement and the number of dedicated hours.

Intern Responsibilities

1. Be aware of all academic requirements to receive academic credit.
2. Tabulate and track all of your hours.
3. Attend area staff meetings and quarterly department meetings as determined by your supervisor.
4. Complete a project that substantially improves a department or area process, class, or activity.
5. At the end of the internship, give a presentation at a Recreation Management Team or a Division Team meeting.
6. Some academic programs require interns to complete research projects to receive internship credit. The intern shall work with their site supervisor to determine an appropriate research project.
7. Complete an evaluation about your internship experience at the end of your term.
8. Represent the City in a professional manner and follow all City personnel policies and procedures.

Recreation Responsibilities

1. Provide training and onboarding, facility tours, work space, and learning experiences through direct program and participant involvement.
2. A qualified recreation staff person will be designated to coordinate this program and function as the primary supervisor with university's designated coordinator.
3. Provide quality supervision, and constructive and positive direction to afford an optimal learning environment.
4. Provide each student with access to a planned supervised program consistent with the educational objectives and program established by the university.
5. Evaluate the performance of the intern in writing, using forms provided or approved by their university.

As stated above, the majority of internships are unpaid; no money will be paid by either party to the other under the terms and conditions of the internship agreement (unless a stipend or payment is mutually agreed upon) and the mutual benefits contained herein constitute sufficient consideration.

Internship Programs

Below is a listing of program areas that exist in Recreation. These program areas accept internship applications throughout the year.

For information about specific internship opportunities and current position descriptions, contact the program supervisor for the division in which you are interested. More information, including contact information, can be found online at engage.fcgov.com.

Adaptive Recreation Opportunities

The Adaptive Recreation Opportunities (ARO) program provides internships in Therapeutic Recreation guided by the National Council for Therapeutic Recreation Certification (NCTRC). Health and Exercise Science and Occupational Therapy internships may also be available. ARO offers quality and equal opportunities for recreation and leisure programs to community members with disabilities, including physical, intellectual, and emotional/behavioral. Healthy and fun experiences are offered to participants through the following basic service areas: inclusion services, transition, and adaptive programs.

Roles and responsibilities may include, but are not limited to: assisting in adaptive recreation activities: yoga, unified sports, Paralympic sports, veteran programs, aquatics, and outdoor adventure; working with children, teens, and adults with disabilities; encouraging interaction among participants; facilitating maximal independence and fun; utilizing the therapeutic process, APIE, to provide inclusion support for individuals participating in general recreation programs; working with adaptive sports equipment; and driving a 15 passenger lift van.

Aquatics

Aquatics is a robust service area that supports aqua fitness, swimming lessons, pool management, adaptive recreational programming, and lifeguard support.

Roles and responsibilities may include, but are not limited to: administrative support; human resource support, including staff recruitment and scheduling; special event management; program development; assisting with the Emergency Action Plan; policy development and maintenance; rental management; and marketing.

Arts, Crafts & Pottery

Arts, crafts, and pottery programming is available all ages and skill levels, and ranges from woodworking to painting to needle work to drawing. Some programming is designed for parents to engage with children.

Roles and responsibilities may include, but are not limited to: planning, preparing, and instructing classes; providing direct and indirect customer service support; assisting with special events; researching development trends; volunteer coordination; and assisting in the development of the quarterly Recreator publication.



Athletics

Sports programs, such as football, pickleball, tennis, badminton, table tennis, softball, kickball, soccer, martial arts, and golf are offered for youth and adults in both instructive and competitive programs. Programming is offered for those two years of age and older and is offered year-round in venues throughout Fort Collins. Sports is divided into two program areas: youth sports and adult sports.

Roles and responsibilities may include, but are not limited to: assisting with programming and promotions; collecting, recording, and filing game scores and other sport specific data; assisting coordinators in day to day operations as needed; participating in staff meetings; recruiting volunteer coaches; coaching youth sports teams; supervising or scorekeeping youth and adult sporting events; updating leagues schedules; and maintaining sports equipment.

Child Development

Child development programs provide learning experiences that encourage socialization, independence, education, creativity, and fun for children ages 6 months - 12 years. Classes cover a wide variety of interests such as arts and crafts, music, science, early learning, fitness, general education, dance and movement, drama, day camps, and outdoor experiences.

Roles and responsibilities may include, but are not limited to: planning, preparing, and instructing classes; providing direct and indirect customer service support; assisting with special events; researching child development trends, and assisting in the development of the quarterly Recreator publication.

Dance & Movement

The adult dance program is a great avenue to pursue an interest in dance while gaining fitness, flexibility, and socialization. Some classes include ballet, clogging, tap, modern, social, country, and ballroom.

Roles and responsibilities may include, but are not limited to: assisting with program coordination; collecting, recording, and filing program participation data; assisting coordinators in day to day operations as needed; maintaining equipment; customer service; marketing and promotions; and event management.

Education

Education and enrichment programs are extensive, so there is something for everyone. Topics include computer skills, CPR, blogging, social media, sign language, relationship skills, music, theater, cooking, and meditation. Classes are available for all ages and all abilities.

Roles and responsibilities may include, but are not limited to: assisting with the program coordination; collecting, recording, and filing program participation data; assisting coordinators in day to day operations as needed; maintaining equipment; volunteer coordination; customer service; marketing and promotions; and event management.

The Farm

The Farm is a working farm located in the city limits of Fort Collins at Lee Martinez Park. The Farm provides the community with hands-on learning experiences about life on a farm, including pony riding lessons, doing farm chores, and discovering the history of farming in Northern Colorado.

Roles and responsibilities may include, but are not limited to: scheduling; planning, assisting, and teaching classes; retail management; marketing; volunteer coordination; assisting with birthday parties and special events; operating farm equipment; helping with farm chores such as mucking stalls and feeding animals; and guiding tours.

Fitness

The Fitness program offers classes for all ages and all levels and includes classes that span from aerobics to strength training to yoga. Fitness also offers specialized programming such as personal training.

Roles and responsibilities may include, but are not limited to: assisting with the program coordination; collecting, recording, and filing program participation data; assisting coordinators in day to day operations as needed; maintaining equipment; volunteer coordination; customer service; marketing and promotions; facilitating surveys; and event management.

Health & Wellness

A partnership between the City of Fort Collins Recreation Department, Columbine Health Systems (Columbine), and University of Colorado Health (UCHealth) creates a unique and comprehensive public health and wellness program housed at the Fort Collins Senior Center.

Roles and responsibilities may include, but are not limited to: developing and teaching health and wellness related programming; facilitating fitness check-ups; event management; marketing and promotions; and helping with general administrative tasks.

Ice Rink Management

EPIC offers a complete skating program with classes for all ages and abilities. Lessons are taught by Certified P.S.A. instructors and follow guidelines of the United States Figure Skating. In addition to Learn-to-Skate classes, instruction is offered in hockey, power, speed skating, dance, freestyle, adaptive and synchronized skating. Skating experiences are accessible to all abilities for youth, adults, and seniors.

Internships are available to P.S.A instructors that are in compliance with the United States Figure Skating Association or skaters that have advanced knowledge in figure skating or hockey. Roles and responsibilities may include, but are not limited to: assisting participants during various skating activities; developing and coordinating programs; scheduling; sharpening skates; marketing and promotions; and assisting with ice resurfacing.

Community Relations & Marketing

Community Relations and Marketing acts as the voice of Recreation, working to engage the community in Recreation by promoting events and programming.

Roles and responsibilities may include, but are not limited to: researching and collecting data; fundraising; marketing and promotions; managing social media and community calendars; event management; administrative and clerical support; database management; and writing reports.

Customer Service Support

Customer Service representatives are the face of Recreation, welcoming patrons to our facilities and helping to provide a welcoming and engaging experience at our facilities.

Roles and responsibilities may include, but are not limited to: greeting patrons; database management; supporting programs; responding to inquiries via email, phone, and in person; scheduling; facility management; marketing and promotions; and event management.

Outdoor Recreation

The Outdoor Recreation program provides physical, mental, and emotional challenges resulting in social interaction, improved physical health, wellbeing, and increased knowledge.

Programming includes hiking excursions, downhill skiing, snowshoeing, rafting, and fishing outings.

Roles and responsibilities may include, but are not limited to: researching and developing programs; guiding; program coordination; first aid preparation; group loyalty program administration; and working closely with Adaptive Recreation to offer inclusion opportunities for those with disabilities. Note: Student must be pursuing a degree in Recreation, Therapeutic Recreation, and/or Health & Exercise Science. Student would also receive Wilderness First Aid training and be required to pass a DOT training in order to drive vehicles on activities.

Senior Programming (50+)

The Fort Collins Senior Center provides adults an opportunity to stay active and socialize through their diverse programs including travel, outdoor adventure, special events, fitness, art, and so much more. The Center is open to all adults, but specializes in programming for adults 50 and older.

Roles and responsibilities may include, but are not limited to: researching and collecting data; volunteer coordination; guiding tours; library administration; administrative duties; marketing and promotions; customer service; managing special events; coordinating programs; and working directly with the senior population.

Teen Programming

The Fort Collins Northside Aztlan Community Center is open to all ages and provides opportunities for teens to stay active and socialize. Diverse programming includes outdoor adventure, special events, after school enrichment and day camps.

Roles and responsibilities may include, but are not limited to: researching and developing programs; compiling reports; coordinating programs; mentoring teen participants; marketing and promotions; and managing events.

Trips, Travel, & Outdoor Recreation

Trips and Travel programming provides social and cultural opportunities for ages 50 years & up. Participants travel for excursions such as theater shows, culinary experiences, and sporting events.

Roles and responsibilities may include, but are not limited to: researching and developing programs; guiding; customer service; marketing and promotions; managing events; volunteer coordination; and scheduling.