

# **Town of Burlington, MA**

## **Parks & Recreation Department**

### Therapeutic Recreation Internship Program

#### INTERNSHIP PROGRAM OBJECTIVES:

This internship program will provide students with opportunities to:

- Apply in practice the knowledge and skills acquired in the academic setting
- Gain knowledge of particular leisure service delivery systems through the use of the APIE process
- Test and enhance leadership and basic supervisory skills
- Become familiar with the leisure needs and interests of individuals and groups, including groups with varying abilities
- Function as recreation professionals and articulate professional philosophies and attitudes for the delivery of recreation and leisure services for participants of all abilities
- Advocate and raise awareness of therapeutic recreation services/programs within the community
- Collaborate and work with administrators, program staff and volunteers involved with recreation programs
- Plan for future therapeutic recreation programs and manage present program offerings
- Refine oral and written communication skills
- Enhance critical thinking and analytic skills
- Utilize and refine problem solving skills
- Apply and enhance technological competence

#### GENERAL STATEMENT OF DUTIES:

Assist in performing a variety of complex professional and administrative work in planning, developing, organizing, scheduling, directing and implementing accessible recreational, social and cultural programs for all ages and abilities.

#### SUPERVISION RECEIVED:

Will work under the direct supervision of the department Certified Therapeutic Recreation Specialist (CTRS).

#### SCHEDULE OF DUTIES/COMPENSATION:

Monday through Friday, 35 hours/week, typically 8:30 am to 4:30 pm however, hours may vary. Hours are somewhat flexible with some nights and weekend hours for special events and programs. A stipend may be available; amount determined by applicant experience and ability.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in developing specialized programs, inclusion opportunities, and special events.
- Facilitates and registers participants for all recreation-sponsored activities.

- Aids in the development and coordination of new and innovative programs for the department.
- Assists in the implementation of specialized programs including developing program and equipment modification recommendations as deemed necessary.
- Conducts participant in-take assessments and/or interviews using the information to develop program plans when appropriate.
- Assures adequate quality control during all recreational-sponsored activities.
- Completes necessary documentation including, but not limited to, program reports and daily and weekly participant observations and progress reports
- Assists staff in the performance of their duties as required by the CTRS.
- Reviews program areas and implements changes with permission of the CTRS.

#### PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies as needed, and helping set up for classes and events.
- Assists in scheduling appropriate inclusion participant support
- Making arrangements for rental and use of recreation facilities, ensuring facilities are appropriate and accessible

#### OTHER INFORMATION

Weekend and evening hours may be necessary; work schedule will be determined upon hiring. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs or the employer and requirements of the job change.

#### DESIRED MINIMUM QUALIFICATIONS

- Valid driver's license
- Must be a student from an accredited college or university in Therapeutic Recreation and planning to become a Certified Therapeutic Recreation Specialist (CTRS)
- Skill with personal computer including: word processing, excel spreadsheets, PowerPoint, copy and fax machine
- Ability to learn and use recreational software used by the department
- CORI/SORI checks to be conducted
- Handle with Care, Epi Pen, First Aid, AED and Adult, Child and Infant CPR certifications required (will train if needed)
- Must have reliable transportation

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities. The employee must occasionally lift and/or move up to forty (40) pounds.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy while in the field. The duties listed above are intended only as illustrations of the various types of work that may be performed.

## INTERNSHIP REQUIREMENTS & ASSIGNMENTS

Upon completion of the Burlington Recreation Department's Internship program, all interns will complete the following assignments:

1. Weekly Reports

Weekly reports are a type of self assessment for the intern. They are to be a discussion of the week's activities. Each section is to be addressed in-depth since these sections assist the intern in processing their own problem solving and time management skill development. Each weekly report is due on the Thursday following the week discussed in the report.

2. Mid-Term and Final Evaluations

The intern's supervisor completes both of these evaluations and then discusses them with the intern. The mid-term evaluation will be completed at approximately the half-way point of the internship (completion of half of the required internship hours). The final evaluation is completed at the start of the last week of the internship.

3. Program/Event Development, Implementation and Evaluation

The student shall take responsibility for the planning, supervision, implementation and evaluation of various programs and events.