

INTERNSHIP PROGRAM

ERBM Recreation & Park District



OVERVIEW

Mission and Values

Mission:

The ERBM Recreation & Park District creates year-round recreational, cultural, and outdoor experiences that improve well-being and promote a vibrant community for the residents, visitors, and future generations of Eastern Rio Blanco County.

Core Values:

- **OPEN COMMUNICATION**... we recognize genuine relationships must be created through a commitment to utilizing: appropriate content, context and clarity; effective feedback and responsiveness; and healthy conflict management
- **OPERATIONAL EXCELLENCE**... we will remain committed to providing excellent internal customer service by: maximizing our individual professionalism, striving toward continual growth in competency and efficiency, maintaining performance accountability, and cultivating the highest standards of safety and risk management
- **QUALITY EXPERIENCES**... we are intentional in our efforts to provide the very best customer service experience possible
- **SERVICE**... we will strive to make a difference with people every day by being positive, passionate and professional; that is ERBM's 3P customer service commitment!
- **RESPECT**... we care and exhibit concern for others in our work
- **STEWARDSHIP**... the responsible management of the financial and physical resources entrusted to the care of ERBM
- **TRUST**... we are accountable for our actions and have the best interests of others in mind

Goals & Objectives of ERBM Internship

1. Provide high school or college students with the opportunity to receive work experience for a recreation and park district.
2. Give interns the ability to practice real-world employment skills such as time management,
3. Provide students who intern with an opportunity to learn more about what their career goals are in regards to recreation.
4. Give the option of being a parks and recreation general intern or complete tasks catered to their interests (marketing, human resources, accounting, recreation coordination, etc.).
5. Provide a big-picture overview of what it is like to work in parks and recreation.
6. Give interns the opportunity to participate in recreational activities and programs related to their internship work.
7. Allow interns to still participate in college or high school activities when appropriate.
8. Complete job preparation activities such as resume building, cover letter writing, mock interviews, and/or looking for future employment or further education.

General Internship Task List

Tasks/Responsibilities

Specific tasks will depend on the focus of the intern and will be provided when the internship begins. The potential intern will be responsible for communicating with the Executive Director about what they want their focus to be (e.g. Marketing, Human Resources, Recreation Management, etc.).

Intern Growth/Future Preparation/Mentor

- Assist in safety scenario creation for staff training
- Mock interview preparation and participation
- Writing cover letters and personal statements
- Updating resume to prepare for workforce
- Sitting in on interviews
- Looking for employment/researching graduate schools
- Meeting with the supervisor on a weekly basis and providing updates when necessary
- Attending virtual CPRA networking meetings
- Attending and presenting work at various staff meetings

ERBM RECREATION AND PARK DISTRICT INTERNSHIP PROGRAM POLICY

The Eastern Rio Blanco Metropolitan Recreation and Park District ("District") desires to offer an internship program ("Internship Program") that provides interns with the opportunity to broaden and increase their education and workplace skills in a positive learning environment. This Internship Policy ("Policy") is established to outline the requirements to participate in the District's Internship Program and expectations and obligations of the District and intern. At any time, the District may amend this Policy in its sole discretion, subject to applicable law. If you have any questions, please reach out to Human Resources.

A. Volunteer Status

Unpaid internships for public sector organizations are generally permissible if each intern volunteers without expectation of compensation. The Federal Labor Standards Act of 1938 ("FLSA") exempts individuals from minimum wage and overtime pay requirements for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. As such, any intern must qualify as a volunteer under the FLSA.

B. Intern Requirements

To participate in the District's Internship Program, interested individuals must:

1. Be a student affiliated with an educational program/institution. The District prefers, but it is not a requirement, that the intern receive academic credit for participating in the District's Internship Program.
2. Be at least 18 years of age or older.
3. Sign the *Internship Program Acknowledgement Form* which clarifies that the intern is classified as a volunteer under the FLSA, the intern does not expect compensation, and the intern is not entitled to a paid job at the conclusion of the internship.

C. Stipends and Benefits

Although not legally required, the District may choose to pay interns a nominal fee, in the form of a stipend, for their service without the interns losing their status as volunteers under the FLSA. A nominal fee is not meant to be compensation and will not be tied to productivity or hours worked. Rather, such stipends are meant to reimburse the employee for any incidental costs related to the internship. No stipend shall be of an amount that would jeopardize the individual's status as a volunteer, or require ERBM Recreation and Park District to process a 1099.

As volunteers, interns are not entitled to benefits. However, an intern may still be classified as a volunteer under the FLSA even if they receive reasonable benefits. The District provides the

following benefits to its volunteers and interns and has determined that such benefits are nominal and do not alter the individual's status as a volunteer or intern:

- Volunteer Accident Policy
- Access to, and use of, facilities; if offered, this would affect the nominal fee of a stipend and will deduct the amount of the membership from the stipend.

D. Internship Program/Responsibilities/Duties

1. Objective of Internship Program

The objective of the District Internship Program is to provide students with the opportunity to broaden and increase their education and workplace skills in a positive learning environment.

2. Program Structure

- Tied to intern's formal education program
- Length of internship is limited in duration and set in advance, e.g. semester; summer
- Intern's work does not displace the work of a paid employee, rather intern must receive significant educational benefits from performing the work
- If hiring after internship concludes, the District should follow normal job posting and application/interview requirements
- Clearly outlined program preferred, including supervision of the educational program

3. District Responsibilities

Each intern will be assigned a mentor (that is a current District employee) for the duration of their internship. The mentor will act as the intern's primary supervisor and point of contact.

It is the responsibility of the District to provide direct, on-the-job supervision of the student intern, which includes the following:

- Orient the student intern to the District's structure and operations.
- Orient the student intern to general principals and operations of park and recreation facilities in general.
- Introduce the student intern to the appropriate professional and clerical staff.
- Provide the student intern with adequate resources necessary to accomplish internship objectives.
- Orient the student intern to the policies and procedures of the District.

- Afford the student intern the opportunity to shadow office interviews, meetings, conferences, projects, and other personnel and management functions.
- Assign and supervise the completion of tasks and responsibilities that are consistent with the student intern's role within the District.
- Provide intern with guidance and training
- Orientation to District & department
- Monthly progress report. Due to the short-term assignment of student interns, and in accordance with school/university reporting requirements for students, the District mentor is responsible for providing a narrative report of the student intern's assignments and progress on a monthly basis. A copy of the monthly progress reports will be forwarded to the HR department for record-keeping and reporting purposes.
- Adhere to reporting requirements of educational program/institution
- Provide intern with performance evaluation upon completion of Internship Program

4. Intern Responsibilities

During the course of the Internship Program, each intern must meet the requirements outlined by their educational program/institution

In addition, interns must:

- Communicate any reporting requirements of educational program/institution
- Adhere to District work hours, policies, procedures, and rules of conduct
- Adhere to the District's Volunteer Manual
- Assume personal responsibility for their actions and activities
- Maintain professional relationship with District employees and clients
- Utilize a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession
- Relate and apply knowledge acquired in the academic setting to the District setting
- Develop a self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work
- Prepare for and utilize conferences and other learning opportunities afforded in the District
- Be consistent and punctual in the submission of all work assignments

ERBM Internship Program Acknowledgement Form

Intern Information

Name: _____ Over the age of 18? _____

Address: _____

Phone Number: _____ Email: _____

District Mentor Information

Name: _____ Title/Position: _____

Phone Number: _____ Email: _____

Internship Information

Dates of Internship: _____

Hours/Schedule: _____

Affiliated Educational Program/Institution: _____

Will the intern receive academic credit for the internship? Yes _____ No _____

Stipend: _____

Intern Acknowledgements

Please read each statement carefully and initial to ...

_____ I am volunteering my time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to the District.

_____ I understand I am classified as a volunteer under the Fair Labor Standards Act.

_____ I understand that I am not entitled to a paid job at the conclusion of my internship.

_____ I hereby waive any claim for injury or illness obtained while performing volunteer services under the Internship program

_____ I understand that I am responsible for meeting the project or work requirements of the educational program/institution relating to my internship

_____ I acknowledge and understand that I must comply with all District policies, procedures and rules during my internship

Intern Signature

Date