



DENVER
THE MILE HIGH CITY

Denver Parks and Recreation Internship Program



Denver
Parks + Recreation



City and County of Denver
Department of Parks and Recreation
www.denvergov.org

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“Serving citizens by providing quality park and recreation facilities and programs and, thereby, assuring the City continues to be a livable place where all citizens can enjoy a wide range of leisure and recreation opportunities.”

BACKGROUND

Since 1868, the Denver Department of Parks and Recreation has captured the essence of Colorado while simultaneously creating a sense of place and community for its citizens. The Department's 136 year history spans from the first park, a single donated block, to the current 20,000¹ acres of urban and mountain parkland. To this day, Denver continues to strive to uphold its national reputation for an expansive and beautiful park system.

In the 1940's, the Denver Public Schools and the City entered into a collaborative relationship to provide recreational opportunities for Denver's diverse citizenry. It was during this time the City witnessed a great expansion in recreational opportunities via the formation of athletic leagues, intramural activities, concerts and the creation of the first two municipal recreation centers. In 1955, the Department of Parks and Recreation was formally established and by 1969, the first "stand alone" recreation center was created.²

The Department of Parks and Recreation continues its legacy into the 21st Century of serving the community by providing exceptional park and recreation facilities and programs to citizens and visitors alike.

RECREATION OVERVIEW

Denver's Parks and Recreation facilities have always responded to the times, reflecting cultural expectations and perceptions about the relationships between "wild nature" and the city, and accommodating evolving recreational preferences. Denver Parks and Recreation is proud to offer a variety of recreational services to its citizens. Twenty-seven recreation centers located throughout the city work together to offer programming to youth, adults and seniors. Recreation centers operate on differing schedules, that, when combined, offers Denver citizens recreational opportunities from 6:00 a.m. to 9:00 p.m., seven days a week. The Denver Recreation Department's twenty-nine pools³ offer extensive aquatics programming ranging from "Life After Lessons", a swim program for elementary school children, to aqua aerobics for all ages.

Currently, twenty-seven Denver school sites host Recreation's after-school sports and education programs. The "Summer in the Parks" program provides day-camp activities at five locations throughout the city. Special programs, ranging from "Prime Time" (a youth night in and a parent's night out program) to a youth fishing program at Washington Park⁴, enrich Recreation's offerings. The Special Needs program offers a variety of recreational services to the previously unaddressed populations of Denver. An outdoor education and experimental learning site at Genesee Mountain Park introduces participants to the challenges and wonders found in Colorado's great outdoors.

The decentralized system of neighborhood-based recreation facilities enables Denver Recreation to respond individually to the differing needs of neighborhoods and provide exciting recreation experiences to its citizens.

¹ Approximate acreage.

² Until that time, all of Denver's recreation centers were housed in existing multi-use facilities.

³ Recreation has thirteen indoor and sixteen outdoor pools available to residents.

⁴ This program is offered in conjunction with the Division of Wildlife.

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INTERNSHIP GOALS

The goal of the Denver Parks and 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 program also offers interns 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; thus, allowing realistic direction to further professional development.

INTERNSHIP REQUIREMENTS

Completion of University requirements with a minimum G.P.A. of 2.8 in Recreation coursework and:

(Date Completed)

Orientation

Learn departmental and center policies and operations.

Special Project

The intern and program 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 Instruction

The intern will teach at least two different classes/programs for the duration of the internship.⁵

Center/Program Observation

The intern will visit three recreation centers or programs and write a one-page report focusing on program variety, facility features and type of community addressed by the center or program.

Meetings

Attend one of each of the following:

- A community meeting
- A Denver City Council Meeting
- A Supervisor Meeting
- A Senior Staff Meeting
- A CPRA or CARA meeting

Additional Assignments:

Throughout the internship, staff members will delegate assignments that are important to the success of recreation programs. Therefore, successful completion of all assigned tasks by the intern is required.

⁵ _____
Based on the intern's skills

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JOB DESCRIPTION

Description of Responsibilities:

- Organize and implement programming for participants of all ages and abilities.
- Coordinate special events, produce informational flyers and promotional materials.
- Provide office support assistance
- Assist with center/program budget
- Assist with program supervisory responsibilities
- Participate in program staff meetings.

Description of Work:

- General office, data entry and computer support (such as Word, Excel, Publisher, etc.)
- Provide program staff assistance
- Lead recreational activities
- Other duties as assigned

Job Requirements:

- Strong organizational and time management skills
- General knowledge of recreation programs
- Knowledge of athletics, fitness, and/or arts and crafts
- General knowledge of program organization and implementation
- Ability to instruct, lead and supervise individual/group activities
- Ability to follow oral, written and demonstrated instructions
- Ability to establish and maintain effective communication and working relationships with other employees, participants and public
- Initiative and willingness to learn

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INTERN'S RESPONSIBILITIES

- Understand center/program and departmental policies
- Perform all duties assigned in a professional and efficient manner
- Wear appropriate attire
- 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 supervisor for clarification and/or direction regarding issues and procedures
- Prepare and 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

AGENCY RESPONSIBILITIES

- Educate intern regarding program/center/departmental 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
- Assign intern position comparable to the responsibilities of the beginning, full-time recreation employee that is compatible to the intern's abilities and career goals
- Evaluate intern's performance and provide constructive analysis
- Evaluate the performance of the intern on behalf of college professor

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INTERNSHIP INFORMATION & APPLICATION PROCESS

Recreation internships are available throughout the year. The length of internship is 12-13 weeks, 40 hour/week (including weekend and nights), resulting in 480-520 total working hours. A probation period of the first two initial weeks of the internship will be instituted. During that time period, the Recreation Supervisor reserves the right to dismiss an intern if it is determined the intern is not adequately prepared to perform the functions required of the internship.

<i>Winter/Spring Internship:</i>	Begins: January/February	Application Deadline: October 15th
<i>Summer Internship:</i>	Begins: May/June	Application Deadline: March 1st
<i>Fall Internship:</i>	Begins: September	Application Deadline: May 1st

Material required:

- Internship application (attached)
- Current college transcripts (copies are acceptable)
- A letter of recommendation
- Résumé

Please send completed material to:

U.S. MAIL: Central Park Recreation Center
 Denver Parks and Recreation
 9651 Martin Luther King Blvd
 Denver, CO 80238
 Attn: Kelly Kitts

FACSIMILE: (720) 865-0747

E-MAIL: centralparkrec.@denvergov.org

Please call 720-865-0750 for any additional information and/or questions.

**THANK YOU FOR YOUR INTEREST IN THE
DENVER PARKS AND RECREATION
INTERNSHIP PROGRAM!**

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INTERNSHIP APPLICATION

Name: _____ Date: _____

Address: _____ Telephone: _____

Email Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact: _____ Telephone: _____

College/University: _____

Major: _____ Area of Study: _____ Graduation Date: _____

Recreation Department Address: _____

City: _____ State: _____ Zip Code: _____

Internship Advisor: _____ Telephone: _____

Internship Advisor Email Address: _____

Internship Semester Sought: Winter/Spring Summer Fall

Desired start date of internship: _____ End date: _____

List any special training, ability, and/or experience you feel would contribute to the Recreation internship program.

List at least four goals you wish to accomplish during your internship.

Please indicate which program area you would like to gain experience:

- Aquatics Older Active Adults Fitness Outdoor Recreation
 Art & Culture Social Enrichment Sports

Please list all current certifications and/or affiliations:

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Recreation Internship Program**

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