



CITY OF
BLOOMINGTON
PARKS AND RECREATION

STUDENT INTERNSHIP MANUAL 2024



Your path to the profession begins here!

812-349-3700 | parks@bloomington.in.gov

bloomington.in.gov/parks

WELCOME!



This manual aims to support students interested in the Bloomington Parks and Recreation Department in optimizing their internship and equipping them for a fulfilling career in the field of parks and recreation. The Bloomington Parks and Recreation Internship Program is designed to give students a comprehensive, hands-on learning experience.

Internship Program Objectives:

- Help meet graduation requirements
- Contribute to professional development
- Offer unique work/learn opportunities for future parks and recreation professionals
- Gain firsthand knowledge and understanding of public recreation agencies
- Explore students' interest in parks and recreation careers, and in specific career tracks
- Provide opportunities for students to apply classroom concepts in practical settings
- Develop skills necessary for employment in public recreation agencies
- Assist successful interns in the pursuit of full-time employment

An Award-Winning Agency Focused on Quality

The Department maintains high quality services by:

- Providing safe, clean, accessible and aesthetically pleasing parks, greenspaces, and facilities
- Seeking trained staff and instructors who possess excellent customer service skills
- Offering programs, events and services that are safe, fun, accessible, support healthy, active lifestyles, and provide a sense of community
- Actively collecting feedback and input from community members regarding programs, services, fees, and facilities.

Bloomington Parks & Recreation Mission

The Bloomington Parks and Recreation Department will equitably enrich community well-being by providing quality parks, trails, facilities, programs and services, and through the stewardship of natural spaces.



STUDENT RESPONSIBILITIES



Whether supervising a facility, leading a game, selling concessions, or working at an event, student interns are representing the Parks and Recreation Department. Program participants make important judgments and form opinions concerning the Department based on their experiences and interactions with staff and interns. Students are expected to be welcoming and polite, and to positively represent the agency through appearance and attitude. An intern's job is to help participants enjoy their leisure experience.

Expectations for Student Interns

- Seek experiences in all Department program areas, including recreation and sports programming, facility and resource management, administration, maintenance, landscaping, marketing, and other areas of interest.
- Attend all assigned meetings.
- Complete specific, short-term projects assigned by the intern supervisor.
- Complete all requirements of the associated school, university, or program and submit copies of all reports to the intern supervisor for review prior to submission.
- Maintain communication with intern supervisor for mentoring and assistance with problem solving
- Be creative and demonstrate initiative. Give constructive suggestions and feedback.
- Become familiar with Department regulations, policies and procedures.
- Behave in a positive, supportive, courteous, and respectful way to all program participants, Department staff, and city and contract employees.



INTERNSHIP DETAILS



Working Hours

Interns are expected to work at least 40 hours per week, and on some evenings, weekends, and/or holidays. Interns generally work Monday through Friday, 8 a.m. until 5 p.m., but additional time frames may be required for successful completion of assigned tasks. A one-hour lunch break is allowed each day; specific lunch break time may vary.

If an intern is unable to work for any reason, including illness, the intern must notify the supervisor as soon as possible. Planned absences must be approved by the supervisor in advance.

Dress Code

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If an intern is unable to work for any reason, including illness, the intern must notify the supervisor as soon as possible. Planned absences must be approved by the supervisor in advance.

Assignments

Assignments are made based on the intern's strengths, growth areas, and interests. Areas of emphasis include but are not limited to: recreation programming, event planning, facility management, marketing, supervision, personnel management, health and wellness, and sports.

Interns will also receive a schedule of department seminars. These seminars will introduce interns to every aspect of a public parks and recreation department.

Career Assistance

The Department offers numerous career preparation opportunities, including continuing education and training, resume and cover letter development, and access to state and national park and recreation and other professional associations.



Evaluation

The intern's supervisor completes a mid-term and final evaluation, according to each school's/college's/university's requirements. The evaluations include verbal and written feedback. It is vital that the intern and supervisor discuss questions and concerns throughout the internship period, so there are no surprises in the evaluation. Good communication is vital for interns to gain maximum experience and knowledge in a short time. The intern may review the written evaluation prior to its submission to the school/college/university. The intern is also expected to evaluate the internship experience in writing and to discuss the experience with the intern supervisor.

Feedback from interns is welcome and encouraged, and is used by the Department to provide more valuable internship experiences in the future.

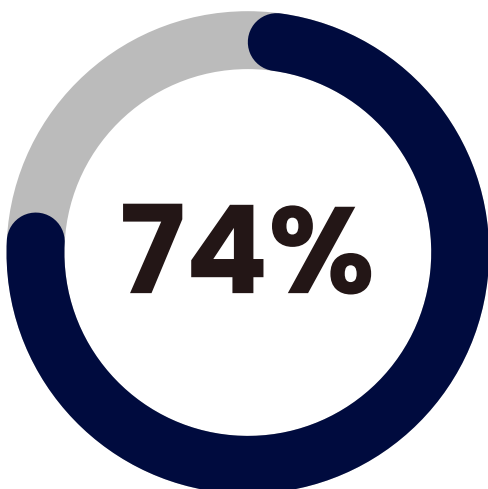
Application and Interview

Students interested in an internship with Bloomington Parks and Recreation should submit an application, as well as the following documentation:

- A current resume
- A list of student's strengths and areas for growth, as they apply to the internship. This list assists the Department in identifying program areas that will support the student's goals.
- A one-page letter of introduction, stating the reason for interest in a student internship with the Parks and Recreation Department.

Application Deadlines

■	Winter/Spring 2024 Deadline: 10/13/23
■	Summer 2024 Deadline: 2/9/24
■	Fall 2024 Deadline: 6/14/24
■	Winter/Spring 2025 Deadline: 10/11/24



of U.S. residents live within a walkable distance of a local park or other recreation opportunity (including playgrounds, open space, recreation centers).

INTERNSHIP APPLICATION



Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Email: _____

Phone: _____

Education

School/College/University: _____

City & State: _____

Major(s): _____

Expected graduation date: _____

Name of Intern Placement Advisor: _____

Intern Placement Advisor Address: _____

Intern Placement Advisor Phone: _____

Intern Placement Advisor Email: _____

Include ALL the following with your application:

- A current resume
- A list of student's strengths and areas for growth, as they apply to the internship. This list assists the Department in identifying program areas that will support the student's goals.
- A one-page letter of introduction, stating the reason for interest in a student internship with the Parks and Recreation Department.

Intern Placement Advisor Signature

I am applying for an internship to begin:

Month: _____ Day: _____ Year: _____

and end:

Month: _____ Day: _____ Year: _____

Mail to:

Bloomington Parks & Recreation
Attn: Becky Higgins
PO Box 848
Bloomington, IN 47402
or email application &
documentation to:
barrickb@bloomington.in.gov