

**Waukegan Park District – General Recreation Internship**  
**Area: Youth, Family, & Sponsorships**  
**(Waukegan Park District –Recreation Department)**  
**14-16 week Internship Timeline**

**Focus: Youth, Family, and Sponsorship Programs Internship**

1. Orientation
2. Budget & Finance
3. Staff Development & Supervision
4. Policy Formulation & Interpretation
5. Customer Service, & Marketing
6. Assessment
7. Program Planning
8. Program Implementation
9. Program Evaluation
10. Planning and Management
11. Maintenance Management
12. Facility Operations

Review will be provided by Jennifer Dumas.

**I. Week 1-2**

**Focus: Orientation/Safety/Policies/Procedures/Observations**

- A. Welcome to the Recreation Department
  1. Tour of Waukegan Office, Waukegan Park District, Introduction to staff
    - a. Mailboxes
    - b. Office and van keys checked out
    - c. Waukegan Park District staff
    - d. Desk and supplies
    - e. Supply Purchasing, van maintenance/gas
- B. Overview of structure and mission of Waukegan Park District
  1. Mission Statement
  2. Board of directors and staff
  3. Program information
  4. Special Events
  5. Transportation
  6. Inter-agency Cooperation
  7. Funding
  8. Organizational Chart
  9. Map of service area

- C. Internship Requirements
  - 1. Goals
    - Develop 3 –5 goals for the internship
  - 2. Objectives
  - 3. Methods of Accomplishment
  - 4. Responsibilities
    - a. Intern to Agency
    - b. Agency to Intern
    - c. Intern to University
    - d. Agency to University
    - e. Weekly (*Daily Sheets*) Bi-Weekly (*Work plan*) and final responsibilities (*WPD and University*)
  - 5. Special Project
    - a. Develop ideas for
      - 1. What will benefit the Recreation Department?
      - 2. What areas do you want to improve in?
    - b. Presentation of project to Supervisors and Recreation Specialists
    - c. Prepare a written proposal of this project
  - 6. Programmatic Responsibilities
    - a. Assistance
    - b. Program Development and Leadership
    - c. Evaluation
- D. Orientation of Manuals
  - 1. Waukegan Park District Policies and Procedures
    - a. Safety and Risk Management
    - b. Introduction Statement
    - c. Safety Committee
    - d. General Safety Rules
    - e. Personnel Policies
    - f. Program Safety Rules
    - g. Participant Behavior Code
    - h. Lost Participant
    - i. Park Security
    - j. Severe Weather Conditions
    - k. Facility Maps
    - l. Fire and Alarm Procedures & Fire Extinguisher Use
    - m. Building Alarms
    - n. Driving Procedures and Guidelines
    - o. Accident/Incident/Complaint Procedure
    - p. Worker's Compensation Information
    - q. Calling Emergency Services
    - r. First Aid Supplies
    - s. Statement of Admission
    - t. ADA
    - u. Right to Know
    - v. Child Abuse
  - 2. Specific Program Area Program/Facility Manual

- a. Mission Statement
  - b. Facility Information
  - c. Program Information
  - d. Employment Policies
  - e. Emergency Procedures
- E. Completion of Employment Forms
- F. Weekly Schedule Completion
- G. Attend Recreation Staff Meeting / Board Meeting /Waukegan Park District safety training's, management meetings, and seasonal training orientation.
- H. Orientation Specific Job Task Areas
- 1. Independent Contractors
  - 2. Seasonal and Volunteer Staffing
  - 3. Office Responsibilities
    - registration
    - Cash handling practices, purchase orders, petty cash and check requests
    - program forms
    - phone procedures and voice mail
    - computer accesses and use
    - handling of mail
  - 4. Waukegan Park District Special Events
- I. Driver Training
- 1. Driver Orientation
  - 2. Driver road test
  - 3. Tour of transportation route, park districts and facilities
  - 4. Gas, maintenance, cleaning
- J. Schedule meetings and site visits
- 1. Waukegan Park District - Director
  - 2. Special Recreation Services (DH) – General Recreation 7 special recreation Manager/ Supervisor / Recreation Specialist
  - 3. Rose Administrative Center (RAC) –Risk Management Coordinator / Public Relations & Promotions / Finance Personnel / Director / Recreation Specialists
  - 4. Jack Benny Center (JBC) – Cultural Arts Superintendent / Supervisor / Specialist
  - 5. Parks Maintenance Facility (PMF) – Parks Superintendent / Maintenance and Parks Managers/ Parks Planner / Mechanics/
  - 6. The Field House Sports and Fitness Center (FH): Athletics, Aquatics, Field House & Fitness Staff / Clerks/ Department Support Aide
  - 7. Waukegan SportsPark (WSP)
  - 8. Park Board Meeting
- K. Preparation of a Program Folder (Job Task – Documentation)
- 1. Program roster and attendance forms
  - 2. Accessing registration software
  - 3. Facility Confirmation
  - 4. Van use
  - 5. Program evaluation form
  - 6. Volunteer and seasonal staff documentation
  - 7. Injury/Illness forms
  - 8. Medication permission log

- 9. Behavior report form
- 10. Emergency phone numbers
- L. Begin observation of programs as assigned
- M. Participate in directed readings of information routed to staff
- N. Be prepared to lead, assist, and/or observed with programs as needed.
- O. Complete any additional assignments as directed in focus area

## **II. Week 3-5**

### **Focus: Presentation Skills / Program Planning / Customer Service / Maintenance** *(Job tasks)*

- A. Formulate a proposal for special project/ turn into Recreation Supervisor
- B. Finalize and begin work on special project
- C. Begin partial leadership, assistance, and or observations of programs already in session
  - 1. Under direction of full-time staff
  - 2. Participate in evaluation and critique of programs participated in
- D. Review Budget Process and apply procedures within programs/events
- E. Begin general assistance with B.A.S.E. Before/After-School Programs, School Outreach Program(s), special events, and assigned early childhood, youth and family programs.
- F. Begin Sponsorship strategy assistance with Recreation Supervisor of Family Programs and Sponsorships
- G. Begin work with facility operation responsibilities, i.e. Front desk operations, facility/room scheduling, facility rentals and van maintenance
- H. Assist with Sponsorship Committee and attend scheduled meetings
- I. Continue reports required by University
- J. Create news releases and program flyers as assigned
- K. Program brochure development meet with Recreation Specialist Jennifer Dumas and Mike Mayfield
  - 1. Program planning
  - 2. Assessment
  - 3. Budgeting
  - 4. Program blurb writing
  - 5. Evaluation
- L. Assist Recreation Specialist, Tony Violet with planning and organization of Father Daughter Date Night and Mother Son Sweetheart Dance.
- M. Assist Recreation Specialist, Jamie Teichmann with planning and organization of Eggstravaganza Trail.
- N. Complete daily deposits as directed
- O. Assist with general van scheduling, van safety checks, and maintenance as directed

## **III. Weeks 6 –10**

### **Focus: Program Leadership**

- A. Begin complete leadership of programs already in session
  - 1. Under direction of full-time staff
  - 2. Participate in evaluation and critique of programs participated in
- B. Continue with reports for Recreation Department – General Recreation programs and University

- C. Continue developing program information for next brochure
- D. Complete a mid-term self-evaluation of performance.
- E. Continue planning and implementation of assigned programs.
- F. Continue work on special project.
- G. Prepare presentation to Recreation Supervisor(s) of special project.

**IV. Weeks 10 –15**

**Focus: Program Planning / Organization / Evaluation**

- A. Presentation of final project to Recreation Supervisor(s) or at Section Staff Meeting
- B. Assess participant's needs and interests: obtain feedback from customers through comment cards, surveys, and customer interviews
- C. Actively participate in final program reporting process for CAPRA
- D. Continue to lead and assist with programs and events
- E. Timely completion of final evaluation for university
- F. Complete Intern evaluation from internship manual
- G. Complete an exit interview with Recreation Supervisor , Jennifer Dumas