**Hoffman Estates Park District**

**INTERN EXPERIENCES**

**Required Meetings:**

* Attend one board meeting and/or attend one board committee meeting
* Attend one director/supervisory meeting
* Attend all recreation/facility team meetings
* Attend all department team meetings
* Attend one SPRA board meeting
* Attend one IPRA Recreation Section or Facility Section board meeting

**Recreation Department Specific Requirements:**

**50+ Club:**

* Attend one brown-bag lunch event and speaker event
* Attend one quiz night event
* Attend one special event

**STAR Before & After School:**

* Attend one staff meeting
* Work two days in KinderSTAR program
* Work three days in STAR program
* Assist in booking no-school trips
* Attend one no-school trip outing

**Early Childhood:**

* Attend one staff meeting
* Attend one curriculum planning meeting
* Work one day in the Early Learning Center
* Attend one parent tour

**Day Camps:**

* Attend one staff meeting
* Assist in booking camp field trips
* Attend one camp field trip
* Work one day in two different camps

**Special Events:**

* Organize two activities for two different special events
* Attend all special events

**Aquatics:**

* Attend one special event
* Organize one activity for the special event
* Observe an inservice training
* Coordinate a rental booking
* Observe swim lessons

**Athletics:**

* Observe a skills assessment event
* Attend one coach’s meeting
* Develop a tournament schedule

**Facility Department Specific Requirements:**

**Willow Recreation Center:**

* Shadow three service desk shifts: opening, mid-day, closing
  + Registration
  + Court reservations
  + Facility rentals
  + Fitness sales

**Vogelei Barn:**

* Attend one facility tour
* Observe one teen night

**Triphahn Center:**

* Attend one service desk staff meeting
* Shadow three service desk shifts: mid-day, closing, weekend
  + Registration
  + Ice Tournaments
  + Facility rentals
  + Fitness sales

**Prairie Stone Sports & Wellness Center**

* Attend one group exercise class
* Work one shift in Kids Korner
* Attend one staff meeting
* Shadow one sales tour
* Shadow three service desk shifts: mid-day, closing, weekend
  + Registration
  + Court reservations
  + Facility rentals