

Internship Manual



Town of Palisade Parks and Recreation

Recreation, Sport and Event
Management Internship

Revised September 2011

Programs

The Town of Palisade started the recreation department in March of 2011 by hiring one full time coordinator. With the need for more staff and equipment the programs were limited to the following for that Spring:

- Core Strength and Tone: low impact group fitness class focusing on toning and stretching, and incorporating a combination of pilates and yoga moves.
- Riverside Relaxation: low impact exercise class, designed for people of all ages. The specific goal was to provide a free fitness class that people could attend during their lunch breaks, to aid in stress-relief and increase the energy for the remainder of the work day.
- Senior Indoor Tennis: designed as an option for senior fitness to be indoors during the colder hours of the day.
- Disc Golf Clinic: efforts were coordinated with the Grand Valley Disc Golf Club, in order to get more residents to utilize the disc golf course, and to build interest in the sport

After the initial pilot programs it was determined that a second recreation programmer was going to be needed in order to expand programs. A second person was hired in June and more programs were added to that list including:

- Youth Track Program
- Open Gym Hours at the Civic Center Gym
- More Fitness Classes
- A hiking series for adults and youth
- Palisade Sunday Market
- Dog Days at the Swimming Pool
- After School Program for elementary kids

The programs have continued to grow and expand and now more staff is desired to further the department. This is where the Town of Palisade would like the intern to come in. We would like someone who can bring new program ideas in with them and carry them out for the citizens of Palisade.



Facilities

Recreation activities for the Town of Palisade are held in three different buildings:

- The Civic Center gym - 711 Iowa Ave
- Community Center - 120 W. 8th
- Palisade Pool – 567 W. 5th St.



Outside and inside photos of the Civic Center gym

Palisade features three multi-use parks, all including play areas and picnic shelters. In addition, the Town features a small pocket park near the downtown businesses, which is perfect for a small picnic or a place to rest in the shade.

Riverbend Park, an outdoor recreation space including a disc golf course, boat launch, bike trail, picnic shelters, fishing ponds, and ample open space, is ideal for a variety of special events, outdoor nature programs, fitness classes, or even youth sport practice.

Memorial Park is well equipped with shade and offers free play activity through the playground and skate park. With a large number of trees, this park offers open space for some outdoor programs such as fitness, painting, day camps, and small gatherings.

Peach Bowl Park is very open and features, two tennis courts, a soft ball field, and the space big enough for a full sized soccer field. This park is most suitable for sports practices and leagues.

The Internship

The purpose of the Palisade Recreation Internship Program is to provide students with the opportunity to apply their academic skills and knowledge to the practical experience of daily operations within a small town Recreation Department. Under the assistance of the supervisory staff, an intern will work within many sections of the recreation department to meet the requirements of a specific internship or practicum program. During this experience, the Town of Palisade staff as well as the university supervisor will work closely to facilitate a rewarding learning experience for the intern.

Requirements:

- Must be a junior or senior in college
- Must have at least a 2.8 GPA
- Must be seeking a Sport Management, Recreation or similar degree
- Must be receiving college credit for the internship, this is an unpaid internship
- Must have reliable transportation to Palisade
- Must pass background checks
- Must be able to work with senior and youth populations and lead a group on your own
- Must be able to participate in many different recreational games and programs and be able to lift up to 50 lbs.

Interns will be provided:

- Experience planning and working with youth sport programs
- Experience creating a Community Activity Guide
- Developing one large project for the Town in your interest area
- Experience working with a small community recreation department
- Experience marketing and promoting events and programs including poster and flyer design and distribution, using social media and radio.
- Experience working with registrations, revenue and participation records.
- Experience handling and inventorying equipment.
- Experience soliciting and collecting donations.
- For some, experiencing event set up through our Sunday Market in the Summer and Fall.

How to Apply

Send in the following to Town Hall at 175 E. 3rd St. Palisade, CO

- Fill out the attached application
- Resume
- Cover Letter
- Unofficial College Transcript
- Background check consent will be administered upon interview

<u>Internships are available:</u>	<u>Winter/Spring</u>	<u>Summer</u>	<u>Fall</u>
Begins:	Jan/Feb	May/June	Aug/Sept
Application Deadline*	Dec 1	April 1	July 1



Application for the Town of Palisade Recreation Internship

All intern applicants must complete the following application and include a copy of a cover letter, resume and an unofficial transcript from each academic institution attended. In addition, by State law, each individual will need to submit to a back ground check upon hire. This is a non-paid internship and students must be receiving academic credit in order to qualify.

Name	
Mailing Address	
Physical Address	
Email Address	
Phone Number	
Alternate Phone	
Emergency Contact	

Please describe your specific interests pertaining to the Town of Palisade Recreation internship.

Please describe your qualifications.

For each internship, the Town of Palisade asks that you complete one comprehensive project. What areas of interest in recreation would you like to focus your project on? Please give a short description of a project idea you have.

What days and times would you be available?

How many hours do you need for college credit?

Please keep in mind that recreation positions are naturally physical jobs which can include but are not limited to lifting weights and children, running, jumping, catching, throwing, bending over, and sitting on the ground. Would you have any limitations that would make it difficult to engage in these activities?

How did you hear about the Recreation Internship?
