



Town of Breckenridge Recreation Department Internship Information Packet



For more information, please contact:
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Updated: December 2015

Dear Prospective Intern,

The Town of Breckenridge Recreation Department is pleased you are thinking about an internship with us. We are currently seeking a highly motivated, customer service oriented individual who is pursuing a degree in Parks & Recreation, Sports Management, Kinesiology, Outdoor Recreation/Education or other closely related field to intern with the Programs Division. The intern will assist with program administration and operation of summer outdoor programs, trail running races, and youth programs such as Breckenridge Mountain Summer Camp, sports camps and preschool camps. Applicants with previous experience in parks and recreation related field preferred.

Our vision for this internship program is to provide interns with practical experience that will allow them to explore various components of the recreation profession. Students chosen to complete their internship with us will receive the following opportunities:

- On the job experience in a multi-faceted municipal recreation department
- Assistance with exploring the many facets of the recreation field and guidance in discovering the area of greatest interest within the field
- Networking and creating connections with recreation professionals
- Demonstrating, refining and acquiring skills and competencies
- Bridging the gap between theory and practice of recreation programming
- Assistance with developing into a professional capable of acquiring a position within his/her field

While our internship program is heavily geared towards students who are pursuing a degree in Parks & Recreation, Sports Management, Kinesiology or Outdoor Recreation/Education, it does not mean that students from other fields (forestry, therapeutic recreation, tourism, public administration, etc) will not be accepted. Individuals will receive experience and training in recreation programming, risk management, administration, event management, and other components of parks and recreation operations throughout the internship program. The Recreation Department views our role as an extension of the University and is committed to assist interns in satisfying the conditions and outcomes required by their university or college.

This packet provides information and outlines the responsibilities associated with the Town of Breckenridge Recreation Department's internship program. If you have any questions about the program, feel free to contact me at 970-547-3148. I look forward to talking to you about internship opportunities with the Town of Breckenridge Recreation Department.

Sincerely,



Bree Hare

Recreation Programs Manager

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Who We Are

The Breckenridge Community

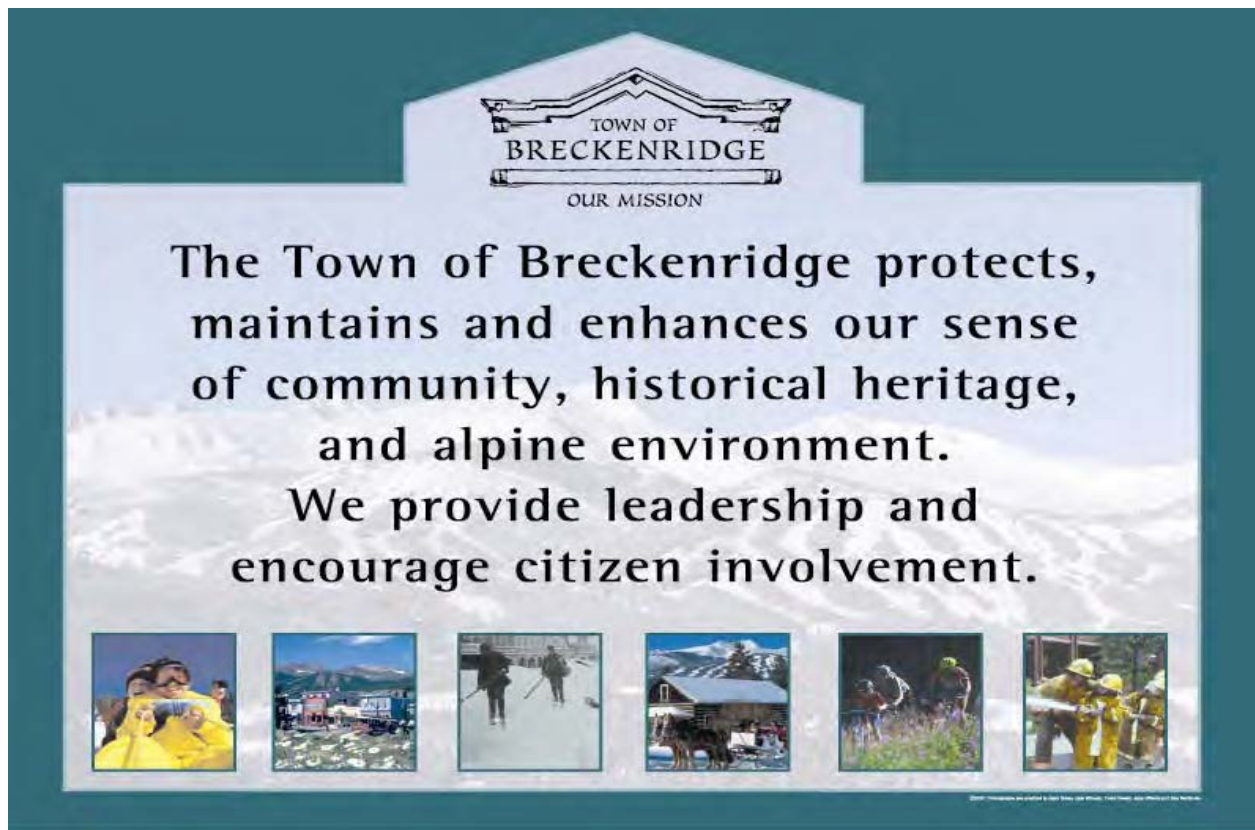
Breckenridge is located on 4.9 square miles of forestland and is nestled in Summit County, in north central Colorado. This is the heart of the Rocky Mountains--86 miles west of Denver, via Interstate 70 and Colorado State Highway 9. The town's elevation is 9600 feet above sea level and includes a total area of 4.9 square miles, all of which is land. The town has an estimated permanent population of 4,540 with an estimated maximum peak population of approximately 38,600. The town is home to the Breckenridge Ski Resort, which has multi-difficulty ski slopes across 4 peaks on the Ten Mile Range of the Rocky Mountains. Breckenridge is less than 20 miles from the County's three other ski resorts-Copper Mountain, Keystone, and Arapahoe Basin.

Breckenridge is an all-season recreation and vacation destination. The mountains come alive in the winter with world-class skiing and snowboarding. Winter activities also include snowshoeing, ice-skating, sleigh rides, and snowmobiling. Winter carnivals, festivals, and events are plentiful. Summer in Breckenridge attracts outdoor enthusiasts with hiking & biking trails, rock climbing, horseback riding, golfing, wildflowers, fly-fishing in the Blue River, mountain biking, nearby Lake Dillon for boating, white water rafting, alpine slides, and a lively and historic Main Street. Breckenridge is a year-round resort where visitors and residents can enjoy great scenery, a wonderful climate, and a variety of activities for every interest. Breckenridge is a product of place, people, and time. Over the years, residents and visitors have come together to shape a unique community within this high Rocky Mountain valley.



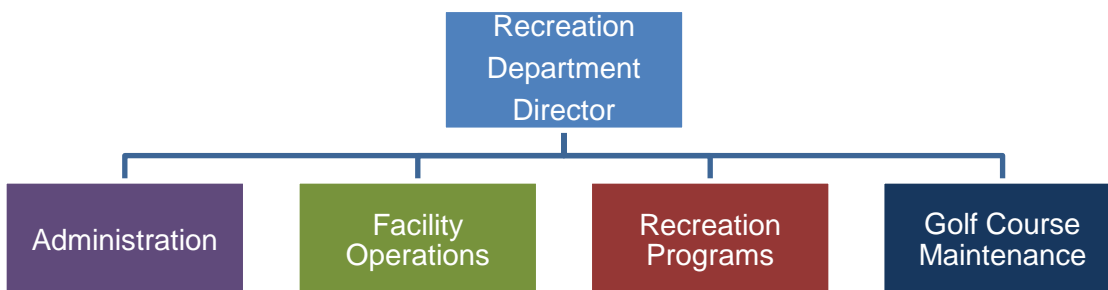
Breckenridge Town Government

The Town of Breckenridge is a political subdivision of the State of Colorado organized as a Home Rule Municipality with a Council-Manager form of government. The Town's legislative authority is comprised of an elected seven-member Town Council, which includes the Town Mayor and 6 Council Members. A town budget is submitted by the Town Manager to the Town Council for review and adoption prior to each fiscal year. The Town of Breckenridge's Mission is listed below and is shared across all Town Departments:



Town of Breckenridge Recreation Department

The Recreation Department consists of approximately 24 full-time and over 200 part-time and/or seasonal employees. The Department has three separate facilities – the Recreation Center, Stephen C. West Ice Arena and the Gold Run Nordic Center. Amongst the three recreation facilities, the Recreation Department is comprised of four separate operating divisions (**bold** indicates specialized placements or exposures available to interns):



- Administrative Division is responsible for personnel administration and support for the department. This division also oversees software systems, processes and support for the Active software system (which handles facility reservations, program registration, membership sales, and POS transactions for all financial transactions throughout the department). This division handles finances, including reconciliations, record keeping, budgeting and reporting. It also oversees marketing and advertising, including website and social media development, along with business development and strategic partnerships for the department.
- Facilities Operations Division is responsible for the operational management of the Recreation Center, the Stephen C. West Ice Arena and Gold Run Nordic Center, which includes guest services and facilities management. This division manages permits at Carter Park, Kingdom Park, indoor and outdoor tennis courts and facility rentals at the Ice Arena, Nordic Center and Recreation Center. Pass sales, general admissions and pro shop management are also areas that this division oversees. Recreation programming within this division consists of Fitness Programs, Aquatics Programs and Nordic Programs.
- Programs Division is responsible for the majority of the programs and events offered through the Town of Breckenridge Recreation Department. This division provides a variety of recreational programs and events to Breckenridge residents and visitors. These programs and events are offered at various locations throughout Town and include **Youth Programs** (Bearly Big Childcare, toddler/preschool programs, state-licensed afterschool and summer day camp), **Outdoor Programs** (youth climbing camps, youth afterschool climbing programs, outdoor education camps, skateboard camps, mountain bike camps and oversight of the climbing wall), **Sports & Special Events** (Summit Trail Running Series, Independence Day 10K Trail Race, Hunky Dory Half Marathon, Oktoberfest 5K Trail Race, Adult Sports Leagues, youth sports programs, special events, Breckenridge Ascent Series), **Ice Arena Programs** (figure skating programs, adult hockey leagues, ice arena special events) and **Tennis Programs**.
- Golf Course Maintenance Division is responsible for the maintenance and stewardship of the 27-hole Jack Nicklaus Signature Golf Course, practice areas, clubhouse grounds and Rounds Park during the summer months. In the winter season, this division oversees the maintenance/grooming of the Gold Run Nordic Center Trails system. It also maintains all golf and Nordic equipment and vehicles, protects and enhances wetlands, native areas and wildlife habitat on the golf course property.
- The available internship is primarily housed within the Recreation Center; however, the intern may be asked to assist with programming / events in any of the Town's recreation facilities.
Recreation Center: The 69,000 square foot Breckenridge Recreation Center offers a variety of athletic and community activities rarely found in a community of this size. In addition to a gymnasium, the facility contains indoor tennis courts, lap and leisure pools, a water slide, a racquetball court, basketball courts, indoor rock-climbing walls (top rope, bouldering and lead climbing), an indoor track, weight training and cardiovascular equipment, aerobic/dance studios, a sauna, spas, a pro shop featuring swimsuits, tennis equipment and guest merchandise, and a community meeting room and kitchen. Outdoor amenities include lighted softball fields, a soccer/rugby field, playgrounds, public restrooms, basketball courts, four clay

tennis courts, four hard courts and a lighted skateboard park. The Recreation Center is open to residents and visitors daily. It is located at the north end of Town and is easily accessible via the Town transit system or the Blue River Bikeway.

- **Gold Run Nordic Center:** This Nordic center is located at the Breckenridge Golf Course and was opened by the Town in 2001. Gold Run Nordic Center offers more than 25 kilometers of groomed classic and skate ski trails and over 23 kilometers of snowshoe trails. The trail system winds across and up historic Delaware Flats and Gold Run Valley, at the mouth of the Swan River north of Breckenridge. The trail system offers a fun mix of Beginner, Intermediate and Advanced trails for skiers and snowshoers. Ski and snowshoe rentals are available, as well as full-service instruction. A clubhouse provides a comfortable and relaxing après-ski facility. Dinners and evening sleigh rides are also available. In the '08/'09 season two new exciting 5 kilometer trail loops were added within the historic Peabody Placer area.
- **Stephen C. West Ice Arena:** In 1996, the Town constructed a 17,000 square foot outdoor NHL sized ice arena. In 2000, the Town added a year-round indoor ice arena to the complex that includes locker rooms for teams, families and referees, as well as a lobby, pro shop, meeting rooms and bleacher seating for approximately 500. The Ice Arena offers a full range of programs, including the Breckenridge Skating Club, lessons, public skate and freestyle sessions, stick and puck sessions, drop-in hockey, and youth and adult hockey leagues.

Recreation Department Vision, Mission & Values

Operating under the Town of Breckenridge's Mission Statement, the Recreation Department has further developed its vision, mission and values to include the following:

VISION
Breckenridge Recreation Department, leading Colorado's most active and healthy community!

MISSION
The Breckenridge Recreation team offers quality programs, facilities, and services that encourage community participation and promote fun, physical activity, and growth.

VALUES
Influence • Relationships • Adaptability
Knowledge • Communication

Internship Guidelines

Application & Selection Process

To be considered as a candidate for an internship with the Town of Breckenridge Recreation Department, you must apply online through the Town of Breckenridge. Job openings and directions on how to apply can be found on our website: www.townofbreckenridge.com.

Those applicants who best match the experience and skills the department is seeking will be selected for an interview. On-site interviews are preferred, although a skype-based telephone interview is acceptable for out of state candidates who are unavailable to appear for an in-person visit.

After the interview process, a selection will be made to determine the candidate to participate in the Town of Breckenridge Recreation Department Internship Program. A conditional offer will be made to the selected candidate, pending background checks and acceptance of internship placement from the university/college faculty.

Number & Timeframe of Internship Program

The Town of Breckenridge Recreation Department currently has 1 internship position available during the summer season, which typically runs from late May – late August for up to a maximum of 500 hours; however, the specific internship program length may vary depending on university/college internship requirements.

Compensation & Benefits

The intern is paid an hourly wage of \$8.50 for the duration of the internship program, which is paid via direct deposit on a bi-weekly basis. Town of Breckenridge Recreation Department provides staff shirts for the intern to wear while on the job. Additional benefits available during the internship program include the following:

- A shared workspace and computer
- Recreation Center membership
- Stephen C. West Ice Arena membership
- Eligibility to enter in the lottery system for free tickets to ticketed summer performances at the Town of Breckenridge Riverwalk Center
- Opportunity to use the designated Town of Breckenridge Public Works' wash bay to wash and/or vacuum your personal vehicle for a \$2 per visit fee

The internship program provides the intern with a variety of experiences to assist him/her with bridging the gap between being a student to becoming a professional within the recreation field. Our intent is to maintain flexibility in trying to give each intern what they desire in “on the job” experience while at the same time meeting all the requirements of his/her respective university/college. The intern is responsible for requesting specific area(s) of concentration or professional learning opportunities that will enable him/her to receive the experience he/she desires, and an effort will be made by the Town of Breckenridge Recreation Department to meet those requests. Throughout the internship, time will be

spent shadowing employees, working on projects, creating lesson plans, assisting/running programs and special events, and assisting/running a variety of outdoor and/or sports camps.

Housing & Transportation

The Town of Breckenridge does provide a partially subsidized housing option for interns during their internship program. The housing option is offered on a first-come, first-serve basis to interns and newly hired full-time Town of Breckenridge staff. If an intern is interested in Town of Breckenridge housing, he/she will need to request housing on the Application Paperwork. After the conditional internship offer has been accepted, background checks have been completed and an acceptance of internship placement from the university/college faculty has been received, the intern will be informed of any available Town of Breckenridge Housing options and the subsidized rental rates. If a housing option is accepted by the intern, Recreation Department staff will coordinate housing arrangements with the intern and housing paperwork will be completed during the first day of the internship program.

The Town of Breckenridge does offer free public bus transportation through Town via The Free Ride. This public bus service includes many color-coded routes throughout Breckenridge that allow riders to move within town & to the Breckenridge Ski Resort absolutely free of charge and with ease. The Breckenridge Free Ride is designed to get people out of their cars and promote sustainable living. During the summer months, the Free Ride buses are equipped with bike racks that are available on a first-come, first-served basis. Bicycles are not permitted inside the bus for safety reasons. Use of the bicycle rack is at your own risk and you must be able to load your own bicycle.

In addition to the Free Ride buses that provide transportation within Breckenridge, the Summit Stage offers free transportation to other towns and resorts within Summit County. The Summit Stage can take you from Breckenridge to Frisco. Once in Frisco, you can then transfer to other Summit Stage buses to reach many other destinations within Summit County.

Work Schedule

A typical work schedule is 40 hours per week for the duration of the internship or hours based on management discretion. The daily schedule will vary based on programs, events and projects and could include weekdays, holidays, evenings and weekends. To assist the selected intern with meeting internship requirements, meetings are coordinated with the Recreation Department Programs Manager and/or the Director of Recreation to “map out his/her internship”. Some of the potential agenda items for these meetings include the following:

- Discussion of internship goals, objectives, major projects and desired responsibilities
- Determining specific assignments, schedules and expectations based on recreation department programs, events, and projects
- Debriefing responsibilities and assignments that the intern was scheduled to oversee or assist with during the previous two weeks
- Discussion, completion and submission of required university/college evaluations and paperwork

In order to provide the most exposure to recreation programming, the intern is scheduled to work directly with a variety of Recreation Coordinators and staff throughout the course of the internship program. Recreation Coordinators and/or other staff members serve as the day-to-day supervisors and are responsible for providing direct feedback to the intern. Recreation Coordinators also provide input to the Programs Manager and/or the Director of Recreation regarding overall performance of the intern which may be included in the internship paperwork required by the university/college.

Listed below is an "Example Intern Schedule":

Week 1 – Orientation to the Town of Breckenridge, Recreation Department, Programs Division and specific areas of interest. Get a CO Driver's License. Discussion of goals, objectives and major projects with Programs Manager and/or Director of Recreation.

Week 2 – Intern Goals & Objectives Due. Assist with special event preparation (National Running Day Event, Summit Trail Running Series). Work with a Climbing Instructor to create lesson plans for Beginning Climbing Camp.

Week 3 – Work with Climbing Instructor(s) to implement Beginner Climbing Camp. Attend Programs Division staff meeting. Work with an Outdoor Educator to create lesson plans for Outdoor Ed Camp. Biweekly meeting with Programs Manager and/or Director of Recreation.

Week 4 – Work with Outdoor Educator to implement Outdoor Ed Camp. Special Event implementation –Summit Trail Running Series Race #1. Attend Recreation Department Manager/Supervisor staff meeting.

Week 5 – Assist with the Fall Program Planning Process. Assist a Skateboard Instructor with a Skateboard Camp. Work at the Breckenridge Mountain Summer Camp select days this week. Attend Programs Division staff meeting.

Week 6 – Distribute Hunky Dory Half Marathon promotional materials throughout the county, solicit sponsorships from businesses for special events. Oversee the July Beginner Climbing Camp from start to finish. Special Event implementation - STRS Race #2. Biweekly meeting with Programs Manager and/or Director of Recreation.

Week 7 – Special Event implementation – Independence Day 10K Trail Race. Assist with Recreation Department 4th of July Float for parade.

Week 8 – Special Event implementation – STRS #3. Assist a Youth Recreation Attendant with a preschool camp. Work with a Climbing Instructor to develop lesson plans for Intermediate Climbing Camp. Attend Recreation Department Manager/Supervisor staff meeting. Biweekly meeting with Programs Manager and/or Director of Recreation.

Week 9 – Work with Climbing Instructor(s) to implement Intermediate Climbing Camp. Attend Programs Division staff meeting. Work at Breckenridge Mountain Camp for 1 day this week.

Week 10 – Special Event implementation – STRS #4. Create and distribute customer satisfaction surveys to participants in the 2014 trail running races. Assist with a preschool camp. Biweekly meeting with Programs Manager and/or Director of Recreation.

Week 11 – Special Event implementation – Hunky Dory Half Marathon. Work with Programs Manager to create a meeting agenda and to run the Programs Division staff meeting. Major project due. Work at the Breckenridge Mountain Summer Camp select days this week.

Week 12 – Oversee STRS #5 from start to finish. Present major project and internship accomplishments at Recreation Department Manager/Supervisor staff meeting. Meeting with Programs Manager and/or Director of Recreation - review status of projects and overall internship experience, receive completed final evaluations.

Intern Responsibilities

The Town of Breckenridge Recreation Department requires the intern to have a valid Colorado driver's license by the end of Week 1 of the internship program. A Town of Breckenridge vehicle will be utilized by the intern when assisting with a variety of special events, camps and programs. Should the intern lose his/her license during the internship program he/she may be dismissed from the internship program as the ability to drive a Town vehicle with a valid CO Driver's License is a requirement during the internship.

The intern must provide the Programs Manager and/or Director of Recreation the written Goals & Objectives on pages 18-19 within the first two weeks of the internship. Those goals should include: career goals, internship goals (programs they wish to work, contacts they wish to make, skills & experience they wish to acquire), and contributions the intern feels they can make to the Town of Breckenridge Recreation Department.

The intern is required to work a 40 hour work week, which may include evenings, weekends and holidays. Any outside employment should not conflict with his/her internship schedule.

The intern will be asked to evaluate the internship program at the end of the internship.

The intern will be required to familiarize him/herself with the policies, goals and general operations of the Town, which includes: reviewing policy manuals, attending all assigned meetings, and planning, organizing, coordinating and conducting a variety of special events and programs.

The intern will provide the Programs Manager and/or Director of Recreation a biweekly record of work completed.

The intern will be responsible for submitting all university/college requirements to the Recreation Programs Manager and/or Director of Recreation a minimum of 2 weeks in advance. Written copies of all required performance evaluations for the university/college will be kept on file, as well as sent to the university/college which the intern represents.

The intern will be required to complete at least one major project while participating in the internship program. This project will be mutually determined during meetings with the Programs Manager and/or Director of Recreation.

The intern is required to represent the Town and the Breckenridge Recreation Department in a professional manner, including proper dress, punctuality and enthusiastic participation in the working environment. The intern should be willing to spend the time to successfully complete all internship responsibilities and meet performance expectations.

The intern will be required to present his/her major project and internship accomplishments at a Recreation Department staff meeting. The internship accomplishments should include projects, marketing and sponsorship materials, lesson plans for programs, program planning, meeting agendas, special event documents and surveys, etc.

Actions of a serious nature that do not support the Town of Breckenridge's policies may constitute disciplinary action, up to and including termination.

All Town employees are "at will" employees. This means that no Town employee is guaranteed employment for any specific length of time, and that either the Town or the employee may choose to end the employment relationship at any time either with or without advance notice or cause. There is no right to a hearing to contest the decision of the Town to end the employment relationship.

For more information, contact Bree Hare, Recreation Department Programs Manager, at 970-547-3148 or breeh@townofbreckenridge.com

**TOWN OF BRECKENRIDGE
POSITION DESCRIPTION**



Position Title: Recreation Intern
Department: Recreation
Division: Rec Programs
Position Classification(s): TEMPORARY*
Pay Plan Level(s): T-V
Work Status/Schedule(s): Full or part-time
FLSA Status: Non-Exempt

*[Classification, Pay Plan Level and Work Status subject to change, based on management needs]

NATURE OF WORK

Recreation Interns are responsible for delivering exceptional internal and external guest service for the Recreation Department while completing various learning experiences and trainings in recreation programming, risk management, administration, event management, and other components of parks and recreation operations. Primary responsibilities include participating in a learning environment in collaboration with a college/university program, while interfacing with guests in order to meet or exceed guest needs with respect to recreation facility, program or service needs.

Primary duties and assignments include, but may not be limited to:

Providing information, implementing or carrying out preplanned programs/activities or events, assisting with program planning, handling cash, enforcing policies or procedures, and generally representing the department professionally. This position shadows other employees, assists with projects/programs, drafts lesson plans, assists with special events, and a variety of outdoor and/or sports camps.

This is a TEMPORARY Position, with a Not-to-Exceed Date, and the individual is considered an “At-Will” Employee of the Town.

SENSITIVITY STATUS

Because the Town’s Recreation Department positions may involve direct contact with children, the Town requires that the incumbent in this position must have a clear criminal history that bears on his or her fitness to have responsibility for the safety and well-being of children.

SUPERVISION RECEIVED/EXERCISED

Works under the direct supervision of a Recreation Coordinator, and general leadership of the Recreation Department Management.

ESSENTIAL JOB FUNCTIONS/KNOWLEDGE, SKILLS, AND ABILITIES

Team Member: Perform work in a team-based environment supporting the Recreation Department mission, goals, philosophies, and initiatives of the Department. Submits written Goals & Objectives that are included in the Town of Breckenridge Internship Packet within the first two weeks of the internship. These goals include, but are not limited to: career goals, internship goals (requested programs, contacts, skills & experience they wish to acquire), and contributions the intern can contribute to the Town of Breckenridge Recreation Department. Will track work completed and submit records as needed/requested.

Responsible for submitting university/college requirements well in advance of deadlines, and completes at least one major project. Shall assist with recreation projects, marketing and sponsorship materials, lesson plans for programs, program planning, meeting agendas, special event documents and surveys, etc.

- **Leadership:** The individual performs work in a manner consistent with the town's Leadership Model, its mission, vision and objectives.
- **Guest Relations:** Interact with guests in a positive and professional manner, utilizing excellent guest service standards.
- **Communication:** Utilize effective written and oral communication techniques to communicate with guests, Recreation Department staff, TOB staff, and the public.
- **Cash Handling/Financial Management:** Handle cash in a manner consistent with specified cash handling procedures. Conduct transactions, cash out drawers and complete settlement procedures with integrity.
- **Technology:** Interface with recreation software for the purpose of conducting transactions, completing reports, and recording information necessary to carry out all Recreation Department functions. Maintain a level of proficiency in software operations in order to assure timely completion of transactions with guests. Effectively utilize the intranet and computer programs required to complete job duties.
- **Programs & Services:** Keep abreast of program, service and facility offerings so that this information can be accurately conveyed to guests. Listen to guest feedback and convey pertinent information to a supervisor. Implement preplanned programs and services to guests in a friendly and guest service oriented manner. Assist, where necessary, in creating program or service activities under the guidance of recreation management. Assist with paperwork, administrative tasks, program/event rosters, publicity functions, supplies, equipment, and inventory.
- **Facilities:** Observe facility use and condition, conduct safety checks, record participation data, submit internal work orders, and provide for basic cleaning or routine maintenance as necessary.
- **Department Resources:** Adhere to Town of Breckenridge and Department policies, procedures and practices in order to ensure the preservation of resources such as equipment, cash, facilities, and vehicles. Observe, document and report problems to recreation management. Complete required paperwork as it pertains to the use of resources, such as inspections, inventories, etc.
- **Safety:** Adhere to and enforce Town of Breckenridge and Department safety policies, procedures and practices in order to ensure the safety of guests and staff. Be aware of important safety practices, and observe, document and report unsafe situations to recreation

management. Participate in safety training and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices. Complete accident/incident reports as required.

- **Training:** Attend required Town of Breckenridge or Departmental trainings, orientations, and meetings as necessary. Maintain skills and abilities to effectively carryout all job functions. Assist with training/mentoring of volunteers and new staff members.
- **General duties:** Performs related work and special projects as assigned. Assist other divisions / departments as required. Work specific shifts as assigned.

MATERIALS AND EQUIPMENT DIRECTLY USED

This position requires use of a computer, various software programs, cash register, telephone, paging system, copier/fax/printer, camera, and other types of office equipment. Recreation supplies of various sorts will be used including sports equipment, arts and craft supplies, games and toys. General cleaning equipment such as chemicals and supplies will be used. This position may use first aid equipment, an AED, and other safety equipment.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

Work is performed with a high degree of public interaction and communication with exposure to periods of high activity and possible stressful interaction with the public. Work is subject to varying shifts. Physical activities include long periods of standing and sitting, listening, counting, reading, moderate lifting, cleaning, and general moving about the facility.

Most positions involve being indoors and outdoors with active work in a group setting with a high degree of interaction, particularly with children. Exposure to periods of loud noises, physical activity including jumping, pulling, pushing, reaching, carrying, stooping, bending, demonstrating physical movement or skills, verbal communication, hearing, visually observing participants, throwing, the ability to speak loudly and clearly, moderate lifting of 15-50 pounds, and the use of town vehicles. Exposure to sun and various weather conditions.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- To qualify for this position the candidate or employee must pass a criminal background check as described in the Recreation Department Criminal History Background Check & Confidentiality Policy.
- Must be at least 18 years of age.
- Must currently be enrolled in a Recreation degree program or other related degree program with a college or university.
- Training and experience in customer service preferred.
- Computer experience preferred.

LICENSE OR CERTIFICATIONS

- Certification and/or appropriate credentials and proof of study in specialty area of instruction at time of hire.
- Community CPR, first aid and AED training required within 60 days of hire.
- Preventing disease transmission (PDT) required within 60 days of hire.

EFFECTIVE DATE

Dec 2013

Note: *This position description is not intended to be an exclusive list of all duties, responsibilities or qualifications associated with the job. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change. This is a TEMPORARY Position, with a Not-to-Exceed Date, which may be altered or discontinued at any time to meet management needs. The individual is considered an "At-Will" Employee of the Town.*

It is the policy of the Town of Breckenridge not to discriminate on the basis of race, religion, color, gender, age, national origin, disability, sexual orientation or any other status protected by federal, state, or local law.



**Town of Breckenridge
Recreation Department
Internship Acknowledgement**

This is an acknowledgement between an intern student and the Town of Breckenridge Recreation Department.

Intern Contact Information

Intern Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Internship Program Information

Start Date: _____ End Date: _____

Internship Hours: _____ Wage: _____

I, _____, acknowledge and understand the objectives, policies and procedures to be followed during the internship program dates listed above. I understand my final grade for the internship program is directly related to the accomplishment of the mutually agreed upon goals, objectives and projects as well as my overall effort throughout the duration of the internship.

Intern Name (Printed): _____ Signature: _____ Date: _____

Programs Mgr Name (Printed): _____ Signature: _____ Date: _____

Director of Recreation (Printed): _____ Signature: _____ Date: _____



Town of Breckenridge Recreation Department Intern Goals & Objectives

Goal #1:

Objectives:

1.

2.

Goal #2:

Objectives:

1.

2.

Goal #3:

Objectives:

1.

2.

Projects:

1.

2.

3.

4.

Additional Comments:

Intern Name (Printed): _____ Signature: _____ Date: _____

Programs Mgr Name (Printed): _____ Signature: _____ Date: _____

Director of Recreation (Printed): _____ Signature: _____ Date: _____



Town of Breckenridge Recreation Department Internship Evaluation

Name: _____

Date: _____

University/College: _____

Instructions: Please complete this evaluation thoroughly and honestly by rating the strengths and weaknesses of the internship program. Your feedback will assist with improving the internship program for future interns.

1. Please rate the overall internship experience.

Poor

Fair

Good

Excellent

Other _____

Comments:

2. Acceptance of you as a functional member of the Recreation Department staff, willingness to integrate you into all appropriate levels in events, projects and programs.

Poor

Fair

Good

Excellent

Other _____

Comments:

3. Quality of orientation to the Town of Breckenridge Recreation Department and policy, procedures, program and event locations and expectations.

Poor

Fair

Good

Excellent

Other _____

Comments:

4. The cooperation of Town of Breckenridge Recreation Department staff to provide professional growth experiences through training and coaching, feedback and internship opportunities.

Poor

Fair

Good

Excellent

Other _____

Comments:

5. Provision of resources essential to the preparation of professionalism.

Poor

Fair

Good

Excellent

Other _____

Comments:

6. Any additional feedback or comments regarding your internship program with the Town of Breckenridge Recreation Department: