

*Internship and work experience opportunities can be instrumental in shaping the career path for young adults.*



Internship programs provide that critical link between the academic setting and the work environment to enable students to explore areas of interest and apply their knowledge to determine the appropriate work environments that best match their skills and abilities.

An Austin Parks and Recreation internship gives a unique opportunity to learn about the park and recreation profession by working side by side with established professionals. The Department is looking for individuals who can solve problems; work as a member of a team; and be proactive and creative in their work. Our interns don't learn by watching, they learn by getting involved.

Our goal is to provide students with the following opportunities:

- Develop and refine technical skills
- Develop problem solving and critical thinking skills
- Offer career exploration
- Develop and refine communication skills
- Develop a professional ethic
- Develop teamwork skills
- Develop skills that can be used in multiple employment settings

In order to meet the demands of a more prepared work force, the Department offers two levels of internship opportunities: Introductory Internships and Leadership Internships.



# INTRODUCTORY INTERNSHIPS



Introductory Internships are designed for underclassmen interested in learning more about the mechanics of program design, program management, and evaluation. Students have the opportunity to apply educational concepts to real-world situations. They are placed in program areas under the supervision of selected site supervisors, Program Managers or Division Managers and are expected to complete a project prior to the completion of the internship.

While Introductory Internships are open to all students who qualify, availability may vary from semester to semester. Typical placements are in the following areas: Aquatics; Golf and Tennis; Community Recreation; Natural Resources; Park Operations; Finance; Marketing and Public Relations; Therapeutic Recreation; Special Events; and Cultural Affairs. These introductory experiences allow students the opportunity to test the waters as they begin to form opinions about their desired career path outside a classroom environment.

## STUDENT REQUIREMENTS

Have cumulative GPA of 2.5 or better and GPA of 2.75 or better in field of study

Major in Recreation Management; Leisure Studies; Health; Physical Education; Sports Management; Park Planning and Design; Park Management; Marketing; Finance; Business Administration; Child Development; Architecture; Landscape Architecture; Natural Resources; Urban Forestry; Environmental Studies; Theatre; Performing or Visual Arts; or related curriculum .

- Provide resume; cover letter; and supplemental application
- Complete project based on established goals, objectives, and assignment for review and evaluation
- Commit to 14 week (one semester) internship

## DEPARTMENT REQUIREMENTS

- Establish visibility on campus to promote internship opportunities
- Determine behavior and performance expectations
- Review learning objectives
- Establish project assignments
- Provide orientation, training, and professional development
- Provide appropriate supervision
- Provide adequate work space
- Maintain records of intern performance and facilitates conferences with student and Academic Advisor regarding intern progress
- Review university affiliation agreement
- Conduct final evaluation
- Ensure internship is similar to training that would be provided in an educational environment
- Ensure internship predominantly benefits the intern
- Ensure intern does not perform the routine work of the Department on a regular and recurring basis
- Ensure internship does not displace a regular employee

# LEADERSHIP INTERNSHIPS



## OVERVIEW

Leadership Internships allow selected students who demonstrate potential leadership skills to intern at our executive level, working alongside Assistant Directors and the Department Director.

Students have the opportunity to utilize the knowledge gained in the classroom and see how their studies translate into a professional setting. Leadership interns work on projects that provide valuable hands-on experience and have the opportunity to learn from experienced professionals.

These limited internships are designed for upperclassmen that have completed an Introductory Internship with the Austin Parks and Recreation Department, or an internship with another agency, and are interested in pursuing a more focused internship that will provide them a view into the true pulse of the Department.

Because of the nature of the Leadership Internships, there will be only four positions available per year, and restricted to juniors and seniors who are looking to enter the public park and recreation field.

### STUDENT REQUIREMENTS

Have cumulative GPA of 3.0 or better and GPA of 3.5 or better in field of study

Major in Recreation Management; Leisure Studies; Health; Physical Education; Sports Management; Park Planning and Design; Park Management; Marketing; Finance; Business Administration; Child Development; Architecture; Landscape Architecture; Natural Resources; Urban Forestry; Environmental Studies; Theatre; Performing or Visual Arts; or related curriculum

- Have satisfactorily completed a previous internship
- Provide a letter of recommendation from Academic Advisor or curriculum professor
- Provide resume, cover letter, and supplemental application
- Commit to 14 week (one semester) internship
- Plan to pursue a career in the public park and recreation field
- Demonstrate critical thinking and problem solving skills
- Complete project prior to completion of internship
- Complete summary report on internship experience

### DEPARTMENT REQUIREMENTS

- Establish visibility on campus to promote internship opportunities
- Determine behavior and performance expectations
- Review learning objectives
- Establish project assignments
- Provide orientation, training, and professional development
- Provide appropriate supervision
- Provide adequate work space
- Determine minimum experience required to complete internship
- Review university affiliation agreement
- Maintain records of intern performance and facilitates conferences with student and Academic Advisor regarding intern progress
- Ensure internship is similar to training that would be provided in an educational environment
- Ensure internship predominantly benefits the intern
- Ensure intern does not perform the routine work of the Department on a regular and recurring basis
- Ensure internship does not displace a regular employee
- Conduct final evaluation

The Austin Parks and Recreation Department is committed to partnering with higher education to provide more opportunities for undergraduate students to gain practical experience through internships; to be actively engaged in the learning process to help ensure skills and modes of thinking taught prepare graduates to seek and hold employment; and to help address the needs of the current and future work environment.

# THERAPEUTIC RECREATION INTERNSHIPS



Austin Parks and Recreation Department offers both adaptive and inclusive therapeutic recreation services. Our adaptive programs are based out of the Danny G. McBeth Recreation Center, while our inclusive services are primarily lead by the Inclusion Unit. Both the Inclusion Unit and Danny G. McBeth Recreation Center offer unique internship opportunities for Therapeutic Recreation students.

PARD offers two unique internship opportunities for therapeutic recreation students. Our McBeth Recreation Center interns work primarily with an adult day habilitation program and adaptive sports. Our Inclusion 360 interns work to provide safe and supportive environments for all in the City of Austin's recreation programs, activities, experiences and natural spaces

Our goal is to provide interns with a unique opportunity to learn about special populations in adaptive or inclusive settings through our Therapeutic Recreation Services, and thus help the intern choose a career direction in the field of Therapeutic Recreation and prepare to sit for the NCTRC examination. Both internships fulfill all NCTRC job task analysis areas throughout the 16 week internship.

## STUDENT REQUIREMENTS

Therapeutic Recreation Interns must be in the internship semester of either an undergraduate or graduate degree program at an accredited university majoring in Therapeutic Recreation with the intention to sit for the NCTRC Certified Therapeutic Recreation Specialist exam. Interns must have cumulative GPA of 3.0 or better and GPA of 3.5 or better in field of study

- Knowledge of the Therapeutic Recreation Process in community recreation settings.
- Knowledge of behavior management techniques for youth, teens, and adults with disabilities.
- Skill in modifying programs for adaptive and inclusive purposes.
- Skill in documenting Therapeutic Recreation services.
- Ability to work with youth, teens, adults and senior adults with disabilities.
- Ability to assess, plan, implement, and evaluate programs for youth, teens, and adults with disabilities in a community setting.
- Must have own transportation or ability to get to and from various locations.
- Must possess a good working knowledge of Microsoft Word, Publisher, and Excel.

## INTERNSHIP INFORMATION

PARD currently employs 8 full time Recreation Therapists working for the department who accept interns. We pride ourselves on having the highest of standards for ourselves as well as our interns.

### Intern Expectations:

- TR internships offered through the City of Austin are 16 weeks and a minimum of 600 hours.
- Facilitate programs for individuals with disabilities in various inclusive and/or adaptive settings.
- Interns will be involved with program design and presentation, special event planning, departmental meetings, and other assignments as determined by the university and the internship supervisor.

## INTERESTED APPLICANTS

Email [trinternships@austintexas.gov](mailto:trinternships@austintexas.gov) with any questions, for more information, and/or for the internship application.

### Internship Dates:

Fall semester: August to December

Spring semester: January to May

Summer: Upon request