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## Who we are and our values:

**Mission:** To enhance the vitality of our community by promoting healthy lifestyles and enriching Bend's unique character with exceptional park and recreation services.

### Values:

- **Excellence** by striving to set the standard for quality park and recreation programs and services through leadership, vision, innovation and dedication to our work.
- **Environmental Sustainability** by making decisions that help protect, maintain and preserve our natural and developed resources.
- **Fiscal Accountability** by being responsible and efficient in ensuring the financial health of the District today and for generations to come.
- **Inclusiveness** by reducing physical, social and financial barriers to programs, facilities and services.
- **Partnerships** by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers, and other organizations.
- **Customers** by interacting with people in a responsive, considerate and efficient manner.
- **Our Staff** by honoring the contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

**Recreation Services Mission:** We create experiences for fun, friends, family, and health...for life!

**Special Recreation Mission:** To provide respectful recreation opportunities to people with all abilities in our community.

# Policies and Procedures

**Alcohol / Drug Use:** The Bend Park and Recreation District is a drug free work place. Alcohol and drugs are strictly prohibited while on duty. "On duty" is anytime that staff is responsible for the safety of participants and decision making in program.

**Computer use:** There will be a computer at the district office available for interns to use. This computer is only to be used for work or school projects. The intern house has a computer, wireless internet, and the public library has internet access.

**Confidentiality:** Any information obtained about BPRD's Special Recreation participants is to remain confidential. Interns can take pictures of the participants only with the permission of the participant or the parent.

**Dress Code:** Whenever not at program sites or events, the dress is business casual (more casual on Fridays) however, when out in program, dress should be appropriate to the activity.

**Training:** Interns are required to attend BPRD's general training, driver training, and the Special Recreation training. All other policies and procedures will be addressed at that time.

**Smoking:** Smoking is prohibited in front of participants, in company vehicles, and on any BPRD property, **including on intern house property.**

**Hours:** Interns are responsible for tracking and maintaining 40 hours a week. University internship assignments may count toward 40 hours upon approval.

## Program Area Opportunities

**Sports:** We provide sport programs where the participants have fun, improve their skills, become better people and want to play again next year. Some of the offerings in our Sports Department include: Soccer, Baseball, Basketball, various Sports Camps, Volleyball, Lacrosse, Tennis, Golf, Football and Fishing.

**Juniper Swim & Fitness Center:** Committed to providing high quality swim and fitness opportunities for people of all ages, interests and abilities. Some of the offerings at JSFC include: Recreation Swim, Swim Lessons, Aqua Camp, Busy Buddies Club, Kids Corner (child care), Triathlon Training, Arthritis Exercise Classes, Weight Room & Fitness Center, Group Exercise, Martial Arts, Yoga, Prenatal Exercise and more.

**Senior Center:** A gathering place for persons 50 years and older promoting active healthy lifestyles. The Senior Center works closely with a variety of community partnerships. It also offers: Travel Programs, Dance Classes, Special Events and a variety of Fitness Classes.

**Recreation/Enrichment:** This program area includes Youth Recreation, Special Events, Youth and Adult Enrichment, Special Recreation, Youth and Adult Outdoor, and Volunteer Programs. Programs include structured, high quality enrichment and recreation classes for participants from 3 months through seniors as well as drop-in special events and activities for the entire community. Some offerings in our Recreation/Enrichment Department include: Preschool Enrichment Classes & Day Camps; Before & After School Care; Youth Enrichment, such as Art Classes, Music Classes & Day Camps; Adult Enrichment, such as Wine Tasting and Parenting Classes; Activities for Youth & Adults with disabilities; Youth Outdoor activities such as Rafting, Rock Climbing & Mountain Biking; Adult Outdoor Activities such as Hiking, Canoeing, and Snow Shoeing; Youth Volunteer Corps; and two large special events - An Old Fashioned July 4th Celebration & Pet Parade and the Original Central Oregon Pumpkin Festival.

**Inclusive Programs:** All of BPRD's general recreation programs are inclusive. No one will be turned away as long as the person's involvement does not change the nature of the program. BPRD strives to make respectful and safe accommodations for everyone who wishes to participate in any program.

You may also check the web site for general program and District information at [www.bendparksandrec.org](http://www.bendparksandrec.org).

# Intern Application Process

Step One: Contact internship supervisor by phone or email:

Sarah Thorsen, CTRS

(541)389-7275

[saraht@bendparksandrec.org](mailto:saraht@bendparksandrec.org)

Step Two: Internship supervisor will send you an application.

Step Three: Intern sends completed application & resume to:

Bend Park and Recreation District

Attn: Sarah Thorsen

799 SW Columbia St.

Bend, OR 97702

Step Four: Internship supervisor contacts intern to set-up phone interview.

Internship Application Deadlines:

Summer: March 15<sup>th</sup>

Fall: June 15<sup>th</sup>

Winter: October 15<sup>th</sup>

Decisions may be made before deadline

# Internship Structure

Bend Park and Recreation District is committed to providing students with practical learning experiences under the direct supervision of a nationally certified therapeutic recreation specialist. These field experiences help the student apply their classroom knowledge to a professional setting while being supported by the agency's CTRS.

## Goals of internship:

1. Provide intern with hands on experience in several recreation programs - both inclusive and specialized. The intern will be exposed to adaptive equipment, behavior management techniques, and site evaluation techniques.
2. Provide exposure to a wide range of physical and intellectual disabilities, and learn how to respectfully include these participants in recreation programs.
3. Provide intern with professional opportunities to participate in all aspects of the therapeutic process, including: assessment, planning, implementation, evaluation, and further documentation.
4. With the help of a CTRS, the intern will ease into all aspects of leading a recreation program, such as: site evaluation, risk management, behavior management, and documentation.
5. Provide intern with the opportunity to observe and assist with other areas of program planning and administration, including but not limited to: program development, marketing, fundraising, budgeting, public relations, community advocacy, registration, special events, and equipment and facility maintenance.
6. Prepare intern for NCTRC exam.
7. Provide intern with HOUSING and \$200/month stipend or no housing and \$400/month stipend.
8. Provide intern with a support system that allows each intern to learn, grow professionally, and have a great time!
9. Have FUN!

## **Intern Job Description**

The intern will have several different roles in the organization. He/She will be expected to assist with all aspects of recreation programming while being supervised by a Nationally Certified Therapeutic Recreation Specialist. Intern will be expected to participate in special events such as the 4<sup>th</sup> of July Festival.

The intern will also train other staff members on disability awareness. Through projects, research, or presentations the intern will educate others on therapeutic recreation current trends and issues.

## Pre-internship responsibilities

1. Respond to internship offer with acceptance email or letter.
  - Please include beginning date and ending date
  - A statement of requirements and expectations (goals, curriculum needs, what you are looking forward to, etc.)
2. Arrange for housing in Bend (we will provide housing or you can get your own)
3. Have a current CPR and 1<sup>st</sup> Aid Certification. Make sure you bring your cards to Bend. If you are not currently certified please let us know and we will arrange certification upon your arrival.
4. **Identification requirements: Bring with you your passport OR 2 pieces of Identification - a government issued photo ID (ex. Driver's license, Military ID, Student ID) AND your ORIGINAL Social Security Card or ORIGINAL government issued birth certificate.**
5. Contact Theresa Albert with Human Resources about Driving History, Drug Testing, and Criminal History reports. 389-7275 ext. 111 or [theresa@bendparksandrec.org](mailto:theresa@bendparksandrec.org)

## During the Internship

1. Attend BPRD's general training, driver training, and Special Recreation's training.
2. Attend weekly intern meetings.
3. Participate in all special recreation programs and inclusive programs as directed by supervisor.
4. Maintain intern binder. Including but not limited to: all training manuals, blank assessment forms, progress notes, evaluations, mileage sheets, site evaluations, incident/accident forms, calendars, budget work sheets, and program guides.
5. Complete assignments and special projects as directed by supervisor.
6. Participate in special events.
7. Participate in all aspects of programming, including program planning, budget planning, progress notes, and driving District vehicles.
8. Participate in internship and intern program evaluation.

## **Internship Timeline**

Internship Experience: A minimum of 12 weeks. The intern will work 40 hours per week in an average of 5 days a week, usually with Sunday and Monday off. Practicum experiences are 8-10 weeks averaging about 40 hours per week. Special considerations may be made with advanced notice or in emergency situations.

**Example summer timeline; tentative depending on program registration and needs.**

**Week 1:** Welcome! BPRD's general training. Town & Facility orientation. Meet with supervisors to discuss goals and schedule.

**Week 2-3:** Continue special recreation training. Begin summer program preparation including site evaluations and calendars. Observe adult programs. Plan for over-night trips. *Get EVERYTHING* ready for summer programs. Weekly meetings begin. Special projects assigned.

**Week 4-13:** Summer programs begin. Continue training work on special projects. NCTRC Prep (including application). Observe and participate in inclusive programs. Slow transition into leadership role.

**Week 7:** Mid-term evaluations.

**Week 14:** Participant evaluations, programs evaluations, & program wrap-up. Final project due. Budgeting work-shop. Program planning work-shop.

## **Preparation for NCTRC Certification Exam**

Interns will be given a chance to experience all aspects of Therapeutic Recreation.

Interns will perform the following tasks:

- Identify agency mission, goals, service plan, and population served.
- Review participant assessment and obtain any pertinent information from the participant, the participant's parents, and /or the participant's caregivers. Record information as needed or instructed by supervisor.
- Plan and assess activities and locations to fit participants' needs and abilities.
- Implement TR services.
- Set goals and objectives, take progress notes, monitor and adjust program accordingly.
- Evaluate participants, program, & staff.
- Send evaluations to participants and parents.
- Use participant/parent evaluations, budget evaluation, and site evaluations to help plan for the next summer.

## **Special Projects**

Special projects will be determined by agency's needs and intern's skills and interests.

# Staff Supervisors

Sarah Thorsen, CTRS, Therapeutic Recreation Specialist and Internship Supervisor

Email: [saraht@bendparksandrec.org](mailto:saraht@bendparksandrec.org)

Cell: (541)410-6240

Work: (541) 389-7275 ext 115

## Things to Know

**Housing:** Housing is provided to interns if it has been pre-arranged and there is space available. The house has 2 bedrooms and 1 bath; however interns may have to share a room. All essentials will be provided including a well supplied kitchen and bathroom, washer/dryer. If the intern is not interested in staying in the house provided, he/she is more than welcome to secure and pay for their own housing.

\*Note - Only interns can stay in the intern house provided by Bend Park & Recreation District.

**Stipend:** A stipend of \$200 a month will be provided, however if an intern does not stay in the District intern house, the stipend will be \$400 a month. This is subject to change depending upon the BPRD yearly budget; please contact the Therapeutic Recreation Department for more information.

**Transportation:** It is the intern's responsibility to secure their transportation to and from programs. Most locations including the office are accessible by bike. The internship coordinator will help with transportation whenever possible, but do not count on her as your only means to get around town.

If you have concerns about transportation please contact Sarah @ 541-389-7275.

**Directions to main office:** The main office is located at 799 SW Columbia St. From 97 South: Take Reed Market Rd exit. Turn Right. Take a right at the roundabout onto Bond St. Take a left onto Columbia. Building is on right. From the intern house: Turn Left onto Wilson to roundabout. Take 3<sup>rd</sup> exit onto Bond St. Turn Right onto Columbia. Building is on right.

### **What to bring: All Seasons (optional):**

- Personal items (lamp for bedroom, computer, DVD player)
- Pillow
- Additional blankets
- Camera
- Outdoor gear
- Clothes for all occasions (ex. office, work out, going out, dining out, camping out, swim suit, etc.)

### **What to Bring: Summer Internship (required)**

- One piece swimsuit
- Towel
- Flashlight
- Sleeping bag
- Pillow
- River sandals
- Sneakers
- Sun glasses/Sun screen
- Socks
- Warm clothes (fleece, long pants, jacket, etc.)
- Summer attire (shorts and t-shirts, as well as appropriate office attire): short-shorts, flip-flops and exposed midriffs are not allowed in programs or at the office.
- Tent/Camping gear (optional)
- Bedding
- Personal items (shampoo, tooth brush, tooth paste, etc.)
- Anything else required for school

### **What to bring: Fall/Winter/Spring Internships (required)**

- One piece swimsuit
- Towel
- Sleeping bag
- Pillow
- Sneakers
- Warm clothes (fleece, long pants, jacket, etc.)
- Tent/Camping gear (optional)
- Bedding

- Personal items (shampoo, tooth brush, tooth paste, etc.)
- Winter Attire (heavy coat, snow pants, boots, vests, fleece, sweaters, sweatshirt, jeans, khakis, gloves, mittens, hat, scarf, etc.)
- Winter Recreation Gear (skis, boots, snowboard, snowshoes, etc.) (optional)
- Anything else required for school

### **Recommendations for car: (snow preparedness kit)**

- Snow chains
- Candles
- Matches and lighter
- Protein bars
- Water
- Shovel
- Flashlight
- Batteries
- Blanket
- Cat litter (traction)
- Jumper cables
- Flares
- Whistle
- Extra clothing

# Special Recreation Programs

## All Seasons:

**Get Fit** serves 8-12 adults with disabilities.

The primary focus of this program is physical fitness.

Hike on nearby trails, swim in the pool, and exercise at the gym.

**Saturday Club** serves 15-20 adults with disabilities.

This program is primarily a social program.

Attend community events, expand fitness and social skills.

**Special Rec Service Club** serves 10-15 adults with disabilities.

The focus of this program is giving back to the community.

Clean up parks, work with animal rescues, assist at community events, etc.

**Seasonal Dances** serves up to 30 adults with disabilities.

A social program, focusing on fun!

Eat dinner and dance the night away!

## Fall/Winter/Spring:

**Hang Time** serves 9-13 adults with disabilities.

Focus on creativity, socialization, and motor skills.

Make crafts, listen to music, and go to community events such as the Farmers' Market.

**Down Home Cookin'** serves 15-20 adults with disabilities.

Promote healthy eating habits and proper food preparation and storage.

**Oregon Coast Trip (Fall)** serves 10-14 adults with disabilities.

A one night trip to the beautiful Oregon Coast!

**Adaptive Skiing (Winter)** serves adults and kids with disabilities.

**Life Skills Field Trips** serves school-aged kids within the local school district.

Take kids in life skills programs on field trips in the community.

Promote including all kids in the community, social interaction, motor skills, and more.

## **Summer:**

**EXCEL and GRO** serves 8-12 children with disabilities (GRO ages 6-12; EXCEL ages 13-21).

These programs focus on motor and social skills, along with life skills and behavior management.

**BendABLE Bunch** serves 12-25 adults with disabilities.

Program helps develop appropriate social skills, work on fitness, and emphasize safety.

Participate in community events, such as concert in the park, going on picnics, taking hikes, and swimming at the community pool.

**Overnight Camping Trips** serves 10-24 adults with disabilities.

Currently offer 2 overnight trips in the summer. One is a single night trip to a local park; the other is the annual campout which is 2 nights at a location further away.

**Adaptive Recreation** serves adults with physical disabilities.

Adaptive golf, swimming, biking, horseback riding, canoeing, climbing, rafting, hiking, camping, etc.

**Rafting** trips are inclusive, with several throughout the summer.

Participants with and without disabilities enjoy up to class 2 rapids, water fights, and swimming.