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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!

Therapeutic Recreation Mission: To provide respectful recreation opportunities to people with all abilities in our community.
Policies and Procedures

**Alcohol / Drug Use:** The Bend Metro 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 internet, and the public library has internet access and is centrally located.

**Confidentiality:** Any information obtained about BMPRD's Therapeutic 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 the BMPRD's general training as well as the Therapeutic Recreation's training. All other policies and procedures will be addressed at that time.

**Smoking:** Smoking is prohibited in front of participants, in company vehicles, and in front of the office.
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, Therapeutic 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 Special Needs Youth & Adults; Youth Outdoor Adventure activities such as Rafting, Rock Climbing & Mt. Biking; Adult Outdoor Activities such as Hiking, Canoeing, and Snow Shoeing; Youth Volunteer Corps; and our two large special events - An Old Fashioned July 4th & Pet Parade Celebration and our Pumpkin Festival.

**Inclusive Programs**: All of our general recreation programs are inclusive. No one will be turned away as long as the adaptations do not change the nature of the program. We strive to make respectful and safe accommodations for everyone with a special need that wishes to participate in any program.
Internship Structure

The 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 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 developmental 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 $50/week 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 4th of July celebration in the park or Day of Play in September, or our yearly fundraiser in March. The intern will also train other staff members on disability awareness and through projects, research, or presentations the intern will educate others on TR current trends, TR issues, and various fundraising opportunities.

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 1st 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.

During the Internship

1. Attend BPRD’s general training and attend Therapeutic Recreation's training.
   1. Attend weekly intern meetings.
   2. Participate in all therapeutic recreation programs and inclusive general programs as directed by supervisor.
3. 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.
4. Complete assignments and special projects as directed by supervisor.
5. Participate in special events.
6. Participate in all aspects of programming.
7. Participate in internship and intern program evaluation.
Special Projects

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

Staff Supervisors

1st Cheryl Kelley, MS, CTRS, Therapeutic Recreation Coordinator and Intern Coordinator
Email: cheryl@bendparksandrec.org
Work: (541) 706-6121
Cell: (541) 508-8830

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.

***Deposit: A $100 housing deposit is required and will be refunded on the last day of the internship when the house is clean to the TR coordinator satisfaction.
*Note - Only interns can stay in the intern house provided by Bend Park & Recreation District. Short-term visitors are allowed, if all roommates agree.

Stipend: A stipend of $50/week will be provided. This is subject to change depending on the BPRD yearly budget, please contact the Cheryl 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.
We do provide bikes, but interns MUST supply their own bike helmet. The intern 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 Cheryl @ 541-389-7275.

**Intern House Address:**
627 SE 5th Street
Bend, OR 97702