



PARKS & RECREATION INTERNSHIP MANUAL

Updated: March 2016

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A Note from the Director of Oxford Parks and Recreation

Dear Students, Educators, and Fellow Professionals:

The Oxford, North Carolina Parks and Recreation Department is pleased to present our Internship Manual for your review and consideration. Within this Manual, you will find information on all of the opportunities our internship program offers. All undergraduate students are encouraged to apply as we offer a variety of internships that encompass an array of educational disciplines and backgrounds.

Students who choose to intern with us will:

- experience work within a small town environment for a department that is in a period of growth and expansion,
- gain valuable mentoring, leadership and feedback from experienced and qualified supervisory staff,
- be given opportunities to create and implement new programs for the community,
- choose from broad or focused internship opportunities that complement their interest, and
- accomplish all of this while working in a historic community.

We look forward to adding you to our staff and realize the valuable impact you will have in assisting us to improve the quality of life and sense of community for our citizens and visitors. We hope this is just the beginning of your relationship with the City of Oxford!

Sincerely,

Christine Sims
Director

Welcome to Oxford, the county seat of Granville County, NC. Located in the Piedmont Region of North Carolina just above the Research Triangle Park (Raleigh, Durham and Chapel Hill) and only 20 minutes south of the Virginia line, in an area of beautiful rural terrain, Oxford has a quaint historic downtown area, world class industry, like Revlon, and two historic orphanages, the Masonic Home for Children and the Central Children's Home of North Carolina.

While we have our own 138 acre recreational lake in the city, we are only a short drive to the much larger Kerr Lake and Falls Lake. Oxford is working to improve its quality of life for its citizens and the Parks & Recreation Department is playing a vital role in that endeavor. While we are a small city, we feature a variety of recreational facilities including:

- Lake Devin – a 138 acre recreational lake with boat ramp, fishing piers, hiking trails, resident wildlife, a picnic area and a pair of bald eagles!
- Two tennis courts
- Two neighborhood playgrounds
- Gymnasium
- Two outdoor basketball courts
- Outdoor Pool
- The Diamonds at Oxford Park – a premier youth baseball and softball complex
- Rental facilities and picnic shelters
- Small community skate park

An internship with Oxford Parks and Recreation Department is an outstanding opportunity for a student to grow professionally and personally.

For additional information about Oxford, visit our website and watch our online video tour. www.oxfordnc.org

City of Oxford Overview

The City of Oxford has a manager-commission form of government. The City Commission is comprised of eight members, including the mayor. A city manager, appointed by the city commission, is charged with all administrative duties and carrying out policies enacted by the city commission.

Oxford Parks and Recreation Department Mission Statement

To help individuals of all ages achieve a better sense of self and quality of life through physical, social, educational, and creative activities that promote self-esteem, confidence, and fun in a pleasant and safe environment.

History of Oxford Parks and Recreation Department

Around 1935, the City of Oxford leaders recognized the need for organized recreation programs and facilities for the primarily agriculture-based county of 28,723 residents. With this insight they set out to establish what is now known as Oxford Parks & Recreation Department. Perhaps surprisingly, several of the earliest facilities are still operational and used by the department for programming. Today, however, Oxford Parks and Recreation provides recreation and leisure services for a city of approximately 9,000 residents and a county with 60,000 residents. The department has seven full-time, 7 regular part-time employees and additional seasonal employees.

Oxford Parks and Recreation Department Overview

The Parks and Recreation Department is responsible for providing citizens of Oxford and surrounding areas with a broad range of parks and recreational opportunities that are responsive to their needs. The department administers recreation programs for all ages, beautification programs, maintains trees, shrubs and landscaped areas in parks and recreation areas. Our small department has two primary operation areas, but because of our size, all staff is expected to support the department regardless of their primary focus and provide the highest level of service to our community.

Recreation Programming

We work with a staff of three full-time employees to provide a diverse array of programs and services for Oxford and surrounding area citizens. These programs and services are offered through our facilities listed in our introduction above.

The spectrum of recreation opportunities includes: outdoor, aquatics, arts, tennis, summer camps, youth athletics, educational classes and fitness programs. Populations served by these programs and services include: youth, teens, adults, senior citizens and individuals with special needs.

Facilities Operations

This section is comprised of three full-time and multiple part-time staff that provide full facility and system management by performing preventive maintenance, renovation, new project construction, the inevitable unscheduled repairs, security, emergency and rental space needs. To accomplish these tasks there are two functional areas – building maintenance and grounds maintenance.

Intern Qualifications

A minimum of 50 hours previous experience related to recreation, parks or business (paid or volunteer) is required. The documentation sheet provided must be completed. Any student currently enrolled at an institution of higher education is eligible to apply to the Internship Program. If you attend a college or university, you must be of at least sophomore standing by the end of the semester you are currently completing. If you attend a vocational/technical school, you must have at least completed the first year of your program (at least nine months) by the beginning of the internship.

In addition, to be considered as a candidate you must meet the following requirements:

- Have a strong work ethic, be highly motivated, maintain a positive attitude, be enthusiastic, self-motivated, willing to take on new challenges and experiences, and adaptable to change.
- Be able to work outdoors in high temperatures, humidity and inclement weather.
- Agree to follow the department's policies and procedures.
- Communicate clearly both in verbal and written communication
- Maintain good working relationship with the Department Director, co-workers and customers.
- Be certified in CPR and First Aid (desirable).
- Have a valid U.S. driver's license.
- Have the ability to perform, as necessary; physical labor, lift 40 pounds, stoop, crawl, stretch and work at an elevated height.

Selection Process

Internship applications are accepted on an ongoing basis.

- Application must be submitted and received at least 60 days prior to the desired session.

- Completion of an interview. On site is preferred but telephone interviews are acceptable for out of the area candidates.
- Confirmation from faculty advisor of the institution's acceptance of internship placement is required prior to a conditional offer of employment. A conditional offer with then be made.
- Background checks and drug screens must be successfully completed prior to start date.

Intern Guidelines

Because the department offers a range of jobs that qualify for internship positions throughout the year, each job has specific qualifications and is selected by a designated supervisor. Students should check specific internship descriptions for information regarding qualifications.

Our Internship Program offers internships to students in the following areas:

- General Recreation – summer camps and youth programs, athletic tournaments, rentals, aquatics/lifeguarding (if certified), etc. – three positions available per session
- Pool Managers – must possess aquatics background (Lifeguard and WSI certifications preferred) – two positions available – summer session only
- Natural Resources – seasonal management of Lake Devin Recreation Area – trail maintenance, fishing, wildlife management, rental facilities and equipment, fishing licensing, outdoor youth camp, etc. – one position available – summer session only

Each position may have special projects assigned depending on the session selected. There are three internship sessions: spring, summer and fall. Position announcements are distributed for each session. The department does accept both undergraduate and graduate students for internships.

Criminal Background Check

The City of Oxford requires a criminal background check be run on all employees and interns. There is no cost to the intern for this. Only interns that are offered positions will have a criminal background check processed. If there are issues that arise from this background check, the individual internship supervisor will make contact with the intern. Internships are not secured until the background check is approved.

Compensation

A stipend of \$100 per week (before taxes) is paid bi-weekly, to students interning full-time (36-40 hours per week). Stipend amount for interns working less than full-time will be pro-rated accordingly.

Housing

City of Oxford does include rent-free dormitory style housing for interns as part of our compensation package. Some restrictions apply and a housing agreement is required.

Transportation

It is the intern's responsibility to provide his/her own transportation to and from internship sites.

Duration of Internship

Internships typically run during the following months, however it may be possible for other arrangements to be made:

Spring: January through April

Requirements:

- Strong programming and planning background necessary
- Complete a Project w/ Presentation to department staff (unpaid)
- Volunteer for two special events (see supervisor)

Summer: May through August

Requirements:

- Complete a Project w/ Presentation to department staff (unpaid)
- Volunteer for two special events (see supervisor)

Fall: September through November

Requirements:

- Complete a Project w/Presentation to department staff (unpaid)
- Volunteer for two special events (see supervisor)

Internship Goals

The goals of this internship program are to provide quality learning experiences to future recreation professionals to assist in ensuring success and growth of our industry. By having a successful internship experience, the intern will gain the best chance to enter the field with the confidence and skills needed to succeed.

Oxford Parks and Recreation Department Goals

During the student's internship experience the department will be responsible for the following:

- Providing opportunity for the student to integrate his academic knowledge and training with actual practice through encouraging and exchanging ideas.
- Provide the student a chance to promote and expand their own ideas and better understand the realities of working in their chosen field.
- Provide fair and constructive analysis of the student's professional strengths and weaknesses.
- Provide sufficient opportunity to gain leadership, supervision and administrative skills.
- Provide safe and appropriate working conditions and provide all of the resources that are needed to complete assigned task.

- Offer an evaluation of the student's performance throughout the internship experience and the opportunity for the intern to evaluate the intern experience with the department.

Department/School and Interns Responsibilities

Oxford Parks and Recreation Responsibilities

The department Director will set the tone for the overall effectiveness of the experience and assumes leadership for the guidance of the intern. The Director will ensure the intern has the necessary exposure to tasks related to their assignment so as to provide the greatest opportunity for his/her professional growth.

This will be accomplished by

- Orienting the student to the role he/she will assume
- Assigning responsibilities and duties, including a work schedule, that are consistent with the educational needs of the intern
- Assisting the student in the planning, execution, and evaluation of his/her role both as a staff member and as an intern

College/University Responsibilities

The college/university advisor will coordinate with the City of Oxford Parks and Recreation Department to ensure their educational requirements are met. The student's advisor will review the intern's project plan and ensure that it meets the prescribed course of study requirements. Additionally the advisor will stay in communication throughout the intern's session to better facilitate the exchange of information and keep the student's requirements in line with the Department's needs.

Intern Responsibilities

The Oxford Parks and Recreation Department will assist the intern in learning as much as possible from the parks and recreation profession. As a representative of the City of Oxford and the department, all interns are expected to:

- Conduct himself/herself in a professional manner
- Dress according to department standards
- Communicate regularly with his/her supervisor
- Complete all paperwork and timesheets in a timely manner
- Seek opportunities to complement his/her work and educational experiences
- Notify his/her supervisor in advance of any anticipated absence from work
- Ask questions if in doubt
- Be friendly and courteous
- Not engage in, or advertise, personal or other business while on duty as an intern
- Not engage in duties that they have not been given clearance to perform
- Maintain confidentiality of participant or coworker information and data
- Show initiative and creativity by offer ideas and suggestions for improvement

Policy and Procedures

Orientation

Upon arrival for the internship, the intern will participate in an orientation of the City and the department. This will be facilitated by the Human Resources and Parks & Recreation. Program Supervisors are expected to orient interns to tasks, assignments and the program area within the first week of assignment.

Supervision

During the internship the department's Director and Recreation Supervisors will monitor the progress of the intern which includes mentoring and acting as a liaison to both the intern supervisor and the school. This monitoring process will help solve problems quickly, should they arise, and provide the department with information needed to continually develop and maintain the internship program.

Special Project

All City of Oxford interns will be required to complete a special project. The project will be related to the field, but not necessarily directly to the interns' field of study. The project will be introduced at the beginning of the internship and due at a specified date at the end of the internship. The project will require approximately 20 hours of work from each intern outside of their paid working hours. The project will also require a presentation be given to the department staff and City Manager to discuss the details of their project.

Evaluation

In the final week of the assignment, the intern must go through an evaluation process. This process includes an exit interview with the Director and supervisor to discuss the internship experience. All results will be tracked for the benefit of the program.

Internship Specific FAQ'S

1. Where can I find out information on what internships are being offered by the City of Oxford Parks and Recreation Department? When are they posted for each semester?

- Information about available internship positions can be found on the City of Oxford's website, www.oxfordnc.org/recreation in the Parks & Recreation Department section. Internships are generally posted for the summer semester by the first two weeks of January, for the fall semester by the first few weeks of June and for the spring semester the first few weeks of October.

2. Who do I send my application to?

- Applicants should complete our application located on the City's website, www.oxfordnc.org/recreation .

3. Should I expect a call from the hiring supervisor?

- Not all applicants will receive an interview. However, staff has been directed to let applicants know that they have not been selected for an interview so students can pursue other internships.

4. What is the special project?

- The special project is required for all interns, with a few exceptions, each semester. The interns work one-on-one with their supervisor to develop a special project. Each project should take approximately 20 hours to complete, outside of their normal position duties, and is done under the direction of their supervisor or other appointed staff.

5. Is housing available for interns with the department?

- The City of Oxford is working on housing arrangements for its interns and hopes to offer housing.

6. How many interns does the department usually host?

- During the summer we typically host between 5-7 interns. On average fall and spring numbers are lower, usually only 1-2 interns.