



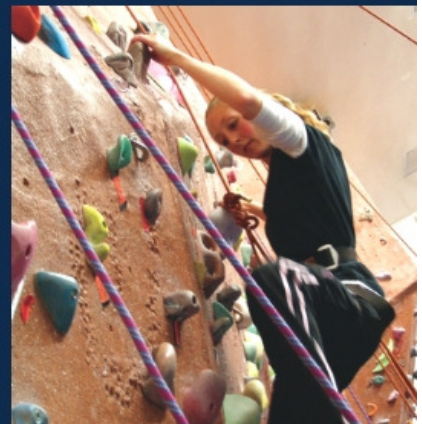
# RECREATION DIVISION INTERNSHIP PACKET

CITY OF GREELEY CULTURE, PARKS AND RECREATION DEPARTMENT

651 10TH AVE • GREELEY, CO 80631

970-350-9437

[SHERI.LOBMEYER@GREELEYGOV.COM](mailto:SHERI.LOBMEYER@GREELEYGOV.COM)





Dear Prospective Intern:

The City of Greeley Culture, Parks and Recreation Department is proud to offer an Internship Program with Greeley Recreation. Our vision for this internship program is that it be the most valuable educational opportunity in the country. Greeley Recreation offers a vast variety of internships from sports, operations, fitness, marketing, active adults and aquatics. Individuals will receive training in recreation programming, administration and other facets of recreation management. We view our role as an extension of the University and are prepared to spend time teaching and mentoring students.

We are currently looking for highly motivated students, who are majoring in recreation or other closely related fields. We hope to find individuals who have a strong commitment to the concept of community. The supervision and guidance you will receive as a Greeley Recreation intern will be helpful in your educational process.

If you have questions about the internship program, please feel free to contact me at 970-350-9437. I look forward to talking to you about your internship opportunities with the City of Greeley Culture, Parks and Recreation Department.

Sincerely,

Sheri Lobmeyer  
Recreation Program Manager  
[Sheri.Lobmeyer@greeleygov.com](mailto:Sheri.Lobmeyer@greeleygov.com)



## **Mission, Vision and Values**

Mission – “To enhance our community through exceptional services and stewardship”

Vision – “To be a premier provider of exceptional spaces and experience for the entire community”

Internships represent an opportunity to obtain a valuable learning experience for students. It is the City’s intention to offer qualified, advanced majors a variety of internship opportunities. However, if such experiences are to be of value to the student, it is imperative that the assignments be made in a selective fashion.

For that purpose, all internship assignments will work to fit the following guidelines:

## **Guidelines**

1. Applications must be sent to Sheri Lobmeyer, 651 10<sup>th</sup> Ave, Greeley, CO 80631.
2. All internship assignments will be for a minimum of one semester.
3. Interns will be assigned to a supervisor who will develop a work schedule and job responsibilities for the intern prior to the start date.
4. The supervisor will orient the intern on all policies and procedures of the Recreation Division.
5. The supervisor will be responsible for evaluating the job performance of the intern on a weekly basis and conduct weekly meetings to assess the progress of the intern.
6. The City of Greeley will follow guidelines set forth by the Intern’s University and supervisor.
7. The supervisor may provide intern duties, responsibility and exposure in the following areas:
  - a. Budget Preparation
  - b. Facility Planning and Operations
  - c. Programming and Program Supervision
  - d. Brochure Preparation, Publicity & Marketing
  - e. RecTrac Training and Reporting
  - f. Hiring Processes
  - g. Scheduling of Staff
  - h. Program Evaluation and/or Surveys



## **General Information and Expectations**

### **Working Attire**

Style of dress may vary according to the area in which the work occurs. Generally, the intern should dress in fashion consistent with the department staff whom the intern will be working. The general attire is business casual. The intern acts as a representative for the City and is expected to present a professional image.

### **Professional Expectations**

It is important for students to become familiar with guidelines, policies and procedures of the recreation division. All interns are considered probationary and can be terminated at the discretion of the supervising staff. Staff must confer with the intern's advisor/supervisory instructor before the intern can be released.

### **Pay**

Recreation internships are paid with a \$1,500 stipend per semester. Internships available in the following areas for Fall and Spring Semesters (5 students each semester):

Active Adult Center  
Fitness  
Operations

Adaptive & Inclusive Recreation  
Ice Haus  
Rodarte Community Center

Aquatics  
Marketing  
Sports

Interns must be registered for 400 or greater internship hours with their university. Hours must be completed in one semester. Interns are required to work a minimum of 25 hours per week, this may include holidays, evenings and weekends. Interns will be subject to the following screenings: drug screen and background investigation.

## **Internship Benefits**

The intern's personal insurance or the university is responsible for any other insurance coverage of the intern during the internship.

The intern may be required to use city vehicles during their tenor. Interns will be required to fill out the proper city paper work and receive approval, prior to driving any city vehicle.

The intern will be rewarded with an internship experience that will carry them from a student to a professional. Internship experiences are geared to meet the needs of every intern individually. Interns will be responsible for listing what they feel are important professional skills to learn during their experience with the City of Greeley. The intern supervisor will be responsible for providing the intern with as much experience as possible.

## **Intern requirements**

1. The City of Greeley requires the intern to provide transportation to and from work.
2. Interns must provide the City of Greeley with written goals and objectives within the first two weeks of the internship. These goals should include career goals and internship goals.
3. Interns will have a minimum of two evaluations during the internship. Written copies of the evaluations will be kept on file as well as sent to the University that the intern represents.
4. Interns will be required to complete one project in their area of focus.
5. Interns will be expected to evaluate their internship program at the end of the term.
6. Interns will be expected to attend all meetings assigned by his/her supervisor.
7. Interns will be encouraged to present a final portfolio to the Recreation Division upon completion of their internship experience. The portfolio may include updated resume and work samples (projects, flyers, budget forecasts, planning documents etc.).



## **Job Descriptions**

### **Greeley Active Adult Center:**

The Active Adult Center (AAC) is looking for one intern who will be responsible for assisting with the daily operations and activities. The internship will encompass assisting staff with classes, sports and day trips offered to the 50+ community members. As an AAC intern you will have the opportunity to learn how current programs are run including budget, marketing, staffing and evaluating the end results. This internship will provide knowledge, growth and experience in the recreation field with the senior population.

### **Adaptive and Inclusive Recreation**

The Adaptive and Inclusive Recreation (AIR) program is looking for one intern interested in expanding their therapeutic recreation knowledge. Interns will gain valuable experience and practice planning and implementing programs with diverse populations. As an AIR intern, you will have the opportunity to run programs from start to finish which includes marketing, budget, assessment and evaluation. Our internship follows the National Council for Therapeutic Recreation Certification (NCTRC) standards and will help the AIR intern gain the knowledge and understanding of what it's like to be a Certified Therapeutic Recreation Specialist (CTRS) in a community setting.

### **Aquatics**

The Recreation Division with the City of Greeley is looking for an Aquatics intern who will be responsible for assisting with the operations and programming. Interns will assist with program registration, implementation and evaluation of the "Learn to Swim" program as well as Swim Club and Lifeguard Training. Interns will also assist with day-to-day operations and learn in depth the operational essentials needed to run a successful aquatics program.

## **Fitness**

Greeley Recreation is looking for one intern who is interested in assisting with Personal Training and/or General Fitness. Interns will be tasked with many areas of fitness including providing coaching, accountability and expertise to help clients reach their fitness goals. Fitness positions are designed to allow students from colleges or universities to observe the practical skills they will need to work successfully with clients in the future. Interns will observe and experience fitness staff in a variety of training and educational sessions. Interns will also assist with the operation and implementation of health, wellness and fitness programs (both group and individual), special events and services provided by the Recreation Divisions.

## **Greeley Ice Haus**

Greeley Ice Haus is hiring one intern who will be responsible for assisting with the operation of the facility and programs. Focus of the internship will include program/special event management, guest services and facility operations. Interns will oversee at least one ongoing program and one special event, with emphasis on planning, budgeting, marketing, staffing and evaluating. Guest services responsibilities will include support of frontline operations, service to guests and outreach. Facility operations will include ice maintenance (including Zamboni operation), refrigeration plant monitoring, facility inspections and facility/staff supervision.

## **Facility Operations**

Facility Operations is seeking one dynamic, passionate and motivated intern who is interested in furthering their knowledge and skill set relating to operational oversight of large, municipal recreation facilities. The Facility Operations Intern will be responsible for supporting the operation of the Greeley Recreation Center, Family FunPlex and/or Ice Haus facilities. Learning opportunities include but are not limited to: supporting staff with day-to-day operations of several facilities, including the support of entry desks; assistance with personnel management, planning, coordinating and conducting staff training sessions; review of operational policies, procedures and training manuals; marketing the facility's membership offerings; working with the programming staff to support their efforts; learning and supporting management with recreation management and scheduling software; learning about municipal budgeting; and shadowing a variety of staff.

### **Rodarte Community Center**

The Rodarte Community Center is looking for an individual to assist in youth programming, with an emphasis on academic achievement in literacy and math. Interns will assist in working with a diverse population while focusing on risk management, parent engagement and youth success. Interns working within the Rodarte Community Center will be support various youth enriching programs and special events ranging from after school programs, STEM (Science, Technology, Engineering and Math) programming and youth summer camps.

### **Marketing**

Greeley Recreation is looking for one Marketing Intern. Ideal candidates should be enrolled in a university or college and studying marketing or communications. Individuals should be organized and able to juggle multiple tasks at once. Experience with the Adobe Creative Suite, Social Media and WordPress website design a plus. Tasks will include writing, editing, public relations and marketing. Candidates will work directly with our Marketing Team as well as Recreation Staff to gain valuable work experience.

### **Sports**

The Recreation Division with the City of Greeley is looking for two sports interns. As a sports intern, candidates will need to choose between working with youth or adult sports. The sports internship will allow interns to gain industry contacts, and even better, interns will get to be close to all the action! With Greeley Recreation, interns will assist the staff with programs, tournaments, field and event set up, equipment management, rules, volunteer coach training and overall program operation.





**Recreation Internship Application**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of College or University: \_\_\_\_\_

Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Area of Emphasis: \_\_\_\_\_

Community Service and /or Extra Curricular Involvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recreation Department Internship Place desired: Circle one:

Active Adult Center  
Fitness  
Operations

Adaptive & Inclusive Recreation  
Ice Haus  
Rodarte

Aquatics  
Marketing  
Sports

Internship Credit hours: \_\_\_\_\_

University Internship supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Preferred Starting Date: \_\_\_\_\_

Preferred Completion Date: \_\_\_\_\_

Number of weeks: \_\_\_\_\_

Days / Time of the week you are available:

Monday   Tuesday   Wednesday   Thursday   Friday   Saturday   Sunday

\_\_\_\_\_

Please attach to this application a summary of the following:

What do you expect from an internship experience?  
As well as what are your career objectives?

Please attach a resume and send all information to:

Sheri Lobmeyer  
Recreation Program Manager  
City of Greeley Culture, Parks and Recreation Department  
651 10<sup>th</sup> Ave  
Greeley, CO 80631

970-350-9437

[Sheri.Lobmeyer@greeleygov.com](mailto:Sheri.Lobmeyer@greeleygov.com)



# Internship Goals and Objectives

(complete this with your supervisor)

Goal #1:

---

---

---

Objectives:

1. \_\_\_\_\_
2. \_\_\_\_\_

Goal #2:

---

---

---

Objectives:

1. \_\_\_\_\_
2. \_\_\_\_\_

Goal #3:

---

---

---

Objectives:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_