

City of Smithville - Parks and Recreation Internship Opportunities and Manual



City of Smithville – Parks and Recreation

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Overview of City of Smithville – Parks and Recreation Department

The Smithville Parks and Recreation Department is responsible for the maintenance of the City's park land. The department maintains approximately 350 acres of land which includes: five baseball fields, soccer complex, and a football area. The department is responsible for the delivery of a wide variety of recreational programs and special events to our 10,000 citizens.

The department also offers a full-service campground, four shelter houses, tennis courts, a driving range, fishing in two lakes, a basketball court, a downtown courtyard, a cross country track, walking/biking trails and three play structures.

Mission Statement

T-trust **H**-health **R**-respect **I**-integrity **V**-vision **E**-engagement

Parks & Recreation will help Smithville **THRIVE** by providing safe recreational and leisure opportunities to the citizens; enhancing ALL interest and behavior and provide the benefits of recreation and leisure, such as: Fun, Sense of Community, Healthy Lifestyle, and Leadership.

Vision Statement

Parks & Recreation helps Smithville **THRIVE** to give back to the community by providing safe, affordable and inclusive recreation and leisure opportunities, within the proximity of Smithville's natural beauty.

Parks and Recreation Staff

City Administrator – Cynthia Wagner	cwagner@smithvillemo.org
Parks and Recreation Director – Matt Denton, CPRP	mdenton@smithvillemo.org
Recreation and Marketing Manager – Brittanie Propes, CPRP	bpropes@smithvillemo.org
Parks Supervisor – Joe Reeves	

Internship Program

The Smithville Parks and Recreation Internship Program is to assist the undergraduate or graduate student in making the transition from the classroom to the professional world. The program is designed to give the student a broad understanding and skills needed to run a successful department. The intern will report to the Recreation and Marketing Manager.

The intern will rotate through the department, spending valuable time with the Director, Recreation and Marketing Manager and the Parks Supervisor. The intern will have the opportunity to spend time with any staff he or she desires to learn areas they wish to know more about. In addition, the intern will attend meetings, assist staff and work on projects independently. We believe this internship program will prepare the intern to better become a parks and recreation professional by learning all facets of the department.

Intern Responsibilities

1. Assist in planning, organizing, implementation and supervision of activities, events and programs within Parks and Recreation Department.
2. Assist Park Supervisor in park and field maintenance and clean up.
3. Completion of one departmental project (e.g. community event or new program)
4. Communicate professionally through emails and phone calls to community members and staff.
5. Attend departmental meetings.
6. Willing to work at any time during the week; this position will involve some evening and weekend hours.
7. Perform all work assignments to the best of your ability and plan thoroughly in advance.
8. Communicate regularly with Recreation and Marketing Manager through weekly meetings.
9. Be well groomed and appropriately dressed for all assignments.
10. Be familiar with department operations, policies, and procedures.
11. Maintain a positive attitude, willingness to learn, and be reliable
12. Make the most of any free time you may have in the office. Ask questions, offer help to others, perform online research, read relatable magazines or provided books.
13. Completion of related duties assigned.
14. THRIVE!

Program Duration

The program duration will be determined between intern supervisor and intern. The intern will work 20-40 hours per week unless other arrangements are made. The internship will be classified as a seasonal employee. No benefits will be provided by the City of Smithville. The starting and ending time will be made between intern and supervisor.

Eligibility

The internship program is for undergraduate and graduate students. Undergraduates must have completed at least 60 credit hours or be in their junior or senior year pursuing a degree in Parks and Recreation or related field. Graduate students must have a minimum of 50 hours previous experience related to recreation, paid or volunteer.

Compensation

The intern will be paid as a seasonal employee at a rate of \$10.30/hour. Paychecks are bi-weekly, direct deposit is required.

Housing

Housing is not provided by the Department. However, we can assist in locating areas for housing if needed.

Completing Internship Application

Each application must include a resume, unofficial transcript, and cover letter of interest. All applications should be sent to the Recreation and Marketing Manager (bpropes@smithvillemo.org)

Background checks must be completed to be considered for employment.

If you have any questions regarding the internship program or to obtain an application, please email Brittanie Propes at bpropes@smithvillemo.org or call 816-532-8130.

Internship Objectives

1. The internship experience should give each student opportunities for practical experience in the organization and administration of parks and recreation services.
2. Become involved in all aspects of program creation, development, implementation, and evaluation.
3. Help the student gain an understanding and appreciation of the roles, duties, and responsibilities of each position within the department.
4. Assist the student in becoming more aware of the dynamic and challenging nature of his/her chosen profession.
5. Provide learning experiences that will strengthen his/her abilities to communicate professionally with the community.
6. Initiate learning experiences that will assist the student in discovering their own strengths and weaknesses as a professional.
7. Observe, in action, the policies and practices of the agency including the study of legal areas, board relations, financial budgeting, record keeping, personnel and supervisory practices and general staff relations.

Responsibility of the Agency

1. To strengthen the relationship between the university and the agency regarding the internship.
2. To comply with the conditions set forth in the affiliation agreement and/or contract between the intern, agency, and university.
3. To confer with the intern to determine his/her responsibilities during the internship and to present an overview of the agency's purpose, administration, programs, and facilities.
4. To inform the intern of all the regulations he/she must follow.
5. Carefully evaluate all the student reports and assignments; meet with the intern for discussing the interns progress and the appropriateness of the intern's responsibilities.
6. Plan a general work schedule for the practicum in an effort to meet the goals and objective to assist in improving his/her professional vision.

PLEASE PRINT OR TYPE: A RESUME MAY NOT BE SUBSTITUTED FOR THE APPLICATION				
Position(s) applying for:			Date	
Name (Last)		(First)	(MI)	
Address (Street)		(City)	(State)	(ZIP)
Phone		E-Mail Address		
Are you at least 18?	Date Available	How did you hear about this position?		Anticipated starting salary
EDUCATION AND TRAINING: PLEASE ATTACH COPIES OF NON-OFFICIAL TRANSCRIPTS				
High School	City and State		Last Year Attended	Graduate
Trade School	City and State	Area(s) of study	Last Year Attended	Graduate
College/University	City and State	Area(s) of study	Last Year Attended	Graduate
College/University	City and State	Area(s) of study	Last Year Attended	Graduate
Other	City and State	Area(s) of study	Last Year Attended	Graduate
CURRENT VALID LICENSES/CERTIFICATES (RELATIVE TO THE MINIMUM QUALIFICATIONS FOR				
Do you have a valid driver's license?		Do you have a valid commercial driver's license?		
Do you have consistent and reliable transportation?		Provide driver's license number and state, if driving is an essential job function		
MILITARY EXPERIENCE				
Have you served in the U.S. armed forces?	If yes, date active duty started		Which branch of service?	
Date of discharge	Type of discharge		Rank at discharge	
PERSONAL INFORMATION				
Have you previously been employed by the City of Smithville?		If yes, please provide dates and title.		
List name and relationship of any known relatives working for the City of Smithville.			Are you lawfully authorized to work in the U.S.?	
Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job? If yes, name employer, date, and reason for each case.				
Have you ever been convicted of a misdemeanor or felony? (excluding minor traffic offenses) If yes, please explain. Conviction of a violation of the law is not automatic bar to employment. Each case is considered on its individual merits; however, falsification of the application will result in disqualification. (Suspended execution of a sentence is a conviction.)				
EXPERIENCE				
Name of employer (current or most recent)		Dates Employed		
Address (street)	City/State		Phone Number	

Type of Business	Starting Title	Last Title	Final Salary
Name and Title of Supervisor	May we contact?	If no, please state reason.	

Reason for leaving		Employment was	
Brief description of duties			
Name of employer (current or most recent)		Dates Employed	
Address (street)	City/State	Phone Number	
Type of Business	Starting Title	Last Title	Final Salary
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Name and Title of Supervisor	May we contact?	If no, please state reason.	
Reason for leaving		Employment was	
Brief description of duties			
BUSINESS REFERENCES			
In the space below, list the name, address and phone number of persons known to you, but not related, for at least three years.			
Name	Address	Phone	
Name	Address	Phone	
Name	Address	Phone	
<p>I hereby certify that the information in this application is true and correct and, if employed, understand that any false or omitted information in this application or its supporting documents will be sufficient grounds for immediate termination. My signature authorizes the City of Smithville to review my previous employment, driving and criminal records and order background data as related to the position for which I am applying. I also agree to provide the necessary information to conduct this background check.</p> <p>I hereby acknowledge that I have read and understand the above statements.</p>			
Signature		Date	