

***Special Recreation Services of Northern Lake County
Waukegan
14-16 week Internship Timeline***

Focus: NCTRC Job Analysis: Job Tasks

- Agency and TR Service Plan
- Assessment for the purpose of TR intervention
- Individualized intervention planning
- Implementation of TR services
- Evaluation of intervention plan
- Documentation
- Treatment/service teams
- Organizing and managing services
- Outreach, advocacy and public relations
- Professional development

I. Week 1-2

Focus: Orientation/Safety/Policies/Procedures/Observation

- A. Welcome to SRSNLC-Waukegan
 - 1. Tour of Waukegan Office, Waukegan Park District, Introduction to staff
 - a. Mailboxes
 - b. Office and van keys checked out
 - c. SRSNLC and Waukegan Park District staff
 - d. Desk and supplies
 - e. Supply Purchasing, van maintenance/gas
- B. Overview of structure and mission of Waukegan Special Recreation
 - 1. Mission Statement
 - 2. Board of directors and staff
 - 3. Program information
 - 4. Leisure Education
 - 5. Day Camp
 - 6. Transportation
 - 7. Inter-agency Cooperation
 - 8. Funding
 - 9. Organizational Chart
 - 10. Map of service area

- C. Internship Requirements
 - 1. Goals
 - Develop 3 –5 goals for the internship
 - 2. Objectives
 - 3. Methods of Accomplishment
 - 4. Responsibilities
 - a. Intern to Agency
 - b. Agency to Intern
 - c. Intern to University
 - d. Agency to University
 - e. Weekly and final responsibilities
 - 5. Special Project
 - a. Develop ideas for
 - 1. What will benefit Waukegan Special Recreation?
 - 2. What areas do you want to improve in?
 - b. Presentation of project to Manager of Special Recreation
 - c. Prepare a written proposal of this project
 - 6. Programmatic Responsibilities
 - a. Observation
 - b. Assistance
 - c. Program Development and Leadership
- D. Orientation of Manuals (*Job Task = Agency and TR Service Plan*)
 - 1. Waukegan Park District Policies and Procedures
 - a. Safety and Risk Management
 - b. Introduction Statement
 - c. Safety Committee
 - d. General Safety Rules
 - e. Personnel Policies
 - f. Program Safety Rules
 - g. Participant Behavior Code
 - h. Lost Participant
 - i. Park Security
 - j. Severe Weather Conditions
 - k. Facility Maps
 - l. Fire and Alarm Procedures & Fire Extinguisher Use
 - m. Building Alarms
 - n. Driving Procedures and Guidelines
 - o. Accident/Incident/Complaint Procedure
 - p. Worker's Compensation Information
 - q. Calling Emergency Services
 - r. First Aid Supplies
 - s. Statement of Admission
 - t. ADA
 - u. Right to Know
 - v. Child Abuse

2. Waukegan Special Recreation Facility Manual
 - a. Mission Statement
 - b. Facility Information
 - c. Employment Policies
 - d. Emergency Procedures
3. Waukegan Special Recreation Internship Manual
 - a. Attendance/weekly schedule/professionalism
 - b. Dress code/ staff shirts
 - c. Confidentiality
 - d. Program Rationale
 - e. Disability Information
- E. Completion of Employment Forms
- F. Weekly Schedule Completion
- G. Attend Recreation Staff Meeting / Board Meeting /Waukegan Park District safety training's, management meetings, seasonal training orientation and ITRS/PSD.
- H. (Job Task – Professional Development)
- I. Orientation of Specialized Services
 1. Kiley Developmental Center Participants
 2. Group Home Participants
 3. Waukegan Park District/Waukegan Special Recreation Cooperative and Inclusion Programming
 4. Special Olympics
 5. Day Camps / Leisure Education
 6. Seasonal and Volunteer Staffing
 7. Office Responsibilities
 - registration
 - purchase orders, petty cash and check requests
 - program forms
 - phone procedures and voice mail
 - computer accesses and use
 - handling of mail
 9. Waukegan Park District Special Events
- J. Driver Training
 1. Driver Orientation
 2. Wheelchair Tie-downs
 3. Driver road test
 4. Tour of transportation route, park districts and facilities
 5. Gas, maintenance, cleaning

- K. Schedule meetings and site visits
 - 1. Waukegan Park District - Director
 - 2. Belvidere Recreation Center –Recreation Supervisor / Registration
 - 3. Rose Administrative Center –Risk Management Coordinator / Public Relations & Promotions / Finance Personnel / Director / Recreation Specialists
 - 4. Jack Benny Center – Cultural Arts Superintendent / Supervisor / Secretary
 - 5. Bonnie Brook Golf Course – Food & Beverage and Golf Course Operations
 - 6. Parks Maintenance Facility – Parks Superintendent / Maintenance and Parks Managers/ Parks Planner / Mechanics/ Athletics, Field House & Fitness Staff / Secretary
 - 7. Orchard Hills – Golf Operations
 - 8. Park Board Meeting
 - 9. Kiley Center Central Activities Coordinator
- L. Preparation of a Program Folder (*Job Task – Documentation*)
 - 1. Program roster and attendance forms
 - 2. Annual information form
 - 3. Accessing registration software
 - 4. Facility Confirmation
 - 5. Van / Mini-bus use
 - 6. Program evaluation form
 - 7. Volunteer and seasonal staff documentation
 - 8. Incident/Accident forms
 - 9. Medication permission log
 - 10. Behavior report form
 - 11. Emergency phone numbers
- M. Begin observation of programs as assigned
- N. Participate in directed readings of information routed to staff
- O. Be prepared to assist Day Camp or Leisure Education Coordinator as needed.
- P. Complete any additional assignments as directed in focus area

II. Week 3-5

Focus: Presentation Skills/Disability Awareness/Program Planning (*Job task – Outreach and Public Relations*)

- A. Formulate a proposal for special project/ turn into Manager of Special Recreation
- B. Finalize and begin work on special project
- C. Begin partial leadership of programs already in session
 - 1. Under direction of full-time staff
 - 2. Participate in evaluation and critique of programs participated in
- D. Continue BI-weekly reports for Waukegan Special Recreation and University
- E. Create news releases and program flyers

- F. Program brochure development meeting with Manager of Special Recreation
 - 1. Program planning
 - 2. Assessment
 - 3. Budgeting
 - 4. Program blurb writing
 - 5. Evaluation
- G. Participate in Waukegan Special Recreation cooperative or integrated programs with Waukegan Park District
- H. Work cooperatively with Waukegan Special Recreation Supervisor to develop weekly special camp activities
- I. Complete a paper on suggested leadership techniques on a specific disability that you have observed in a program.

III. Weeks 6 –10

Focus: Assessments/ Program Leadership (*Job task – Assessment of TR Intervention / Implementation of TR Services & Treatment /Service Teams*)

- A. Begin complete leadership of programs already in session
 - 1. Under direction of full-time staff
 - 2. Participate in evaluation and critique of programs participated in
- B. Continue with Bi-weekly reports for Waukegan Special Recreation and University
- C. Continue developing program information for next brochure
- D. Complete a mid-term self-evaluation of performance.
- E. Continue planning and implementation of day camp activities as assigned.
- F. Continue work on special project.
- G. Prepare presentation to Manager of Special Recreation of special project.

IV. Weeks 10 –15

Focus: Program Planning / Organization / Evaluation (*Job task – Organizing and Managing Services & Evaluation of Intervention Plan*)

- A. Presentation of final project to Manager of Special Recreation or at Section Staff Meeting
- B. Actively participate in final program evaluation process
- C. Timely completion of final evaluation for university
- D. Complete Waukegan Special Recreation evaluation from internship manual
- E. Complete an exit interview with Manager of Special Recreation