

***Waukegan Park District – Special Recreation Internship  
(Special Recreation Services of Northern Lake County- SRSNLC)  
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
  8. 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 (BRC) –Recreation Supervisor / Registration
  - 3. Rose Administrative Center (RAC) –Risk Management Coordinator / Public Relations & Promotions / Finance Personnel / Director / Recreation Specialists
  - 4. Jack Benny Center (JBC) – Cultural Arts Superintendent / Supervisor / Secretary
  - 5. Bonnie Brook Golf Course (BBGC) – Food & Beverage and Golf Course Operations
  - 6. Parks Maintenance Facility (PMF) – Parks Superintendent / Maintenance and Parks Managers/ Parks Planner / Mechanics/
  - 7. The Field House Sports and Fitness Center (FH): Athletics, Aquatics, Field House & Fitness Staff / Clerks
  - 8. Waukegan SportsPark (WSP)
  - 9. Park Board Meeting
  - 10. Kiley Center & Concepts Plus 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 reports required by 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 and joint as well as inclusive 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 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