

Waukegan Park District – Special Recreation Internship
(Special Recreation Services of Northern Lake County – SRSNLC)
14-15 week Internship Timeline

NCTRC Job Analysis: Job Task Domains

- Professional Relationships and Responsibilities
- Assessment
- Plan Interventions and/or Programs
- Implement Interventions and/or Programs
- Evaluate Outcomes of the Interventions/Programs
- Document Intervention Services
- Treatment Teams and/or Service Providers
- Develop and Maintain Programs
- Manage TR/RT Services
- Awareness and Advocacy

NCTRC Job Analysis: Job Knowledge Domains

- Foundational Knowledge
- Assessment Process
- Documentation
- Implementation
- Administration of TR/RT Services
- Advancement of the Profession

I. Weeks 1-2

Focus: Orientation/Safety/Polices/Procedures/Observation

(Job Task: Professional Relationships and Responsibilities)

- A. Welcome to SRSNLC-Waukegan
 1. Tour of Waukegan Park District facilities/Introduction to staff
 - a. Office, desk, supplies, and van keys
 - b. Mailboxes
 - c. SRSNLC and Waukegan Park District Staff
 - d. Supply purchasing, van maintenance/fueling
- B. Overview of structure and mission of Waukegan Special Recreation
- C. Internship Requirements
 1. Goals
 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
 - 1. Waukegan Park District Policies and Procedures
 - a. This will be reviewed with HR
 - 2. Waukegan Special Recreation Facility Manual
 - 3. Waukegan Special Recreation Internship Binder
- 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. Orientation of Specialized Services (*Job Task: Treatment Teams & Service Providers*)
 - 1. Kiley Developmental Center Participants
 - 2. Group Home Participants
 - 3. Waukegan Park District/Special Recreation Cooperative and Inclusion Programming
 - 4. Special Olympics
 - 5. Day Camps and Leisure Education
 - 6. Seasonal and Volunteer Staffing
 - 7. Office Responsibilities
 - a. Registration
 - b. Purchase orders, petty cash and check requests
 - c. Program forms
 - d. Phone procedures and voicemail
 - e. Computer accesses and use
 - f. Handling of mail
 - 8. Waukegan Park District Special Events
- I. Driver Training
 - 1. Driver Orientation, wheelchair tie down, road test, transportation route, and maintenance
- J. Schedule meetings and site visits
 - 1. Belvidere Recreation Center (BRC), Rose Administrative Center (RAC), Jack Benny Center (JBC), Bonnie Brook Golf Course, Parks Maintenance Facility (PMF), Field House Sports, Fitness & Aquatics Center (FH), and Waukegan Sports Park (WSP)
 - 2. Park Board Meeting
- K. Preparation of a Program (*Job Task: Plan Interventions and/or Programs, Document Intervention Services*)
 - 1. Program Information & Program Binder – this will be covered with Maria
 - 2. Forms: Incident/Accident, behavior report, medication log, Band-Aid log
 - 3. Emergency phone numbers
- L. Begin observation of programs as assigned
- M. Participate in directed readings of information routed to staff
- N. Be prepared to assist Day Camp or Leisure Education Coordinator as needed
- O. Complete any additional assignments as directed in focus area

II. Weeks 3-5

Focus: Presentation Skills/Disability Awareness/Program Planning

(Job Task: Assessment, Develop & Maintain Programs)

Updated: 9/28/2018

- A. Formulate a proposal for special project, turn into Manager of Special Recreation
- B. Begin partial leadership of programs already in session
 - 1. Under direction of full-time staff
 - 2. Participate in evaluation and critique of programs
- C. Continue reports required by University
- D. Create news releases and program flyers

- E. Program brochure development (*Job Task: Manage TR/RT Services, Awareness & Advocacy*)
 - 1. Budgeting
 - 2. Evaluation
 - 3. Proofing of Future Brochures
 - 4. Creation of Marketing Flyers
- F. Participate in Waukegan Special Recreation cooperative and joint as well as inclusive programs with Waukegan Park District
- G. Work cooperatively with Waukegan Special Recreation Supervisor to develop special camp/School's off activities

III. Weeks 4-15

Focus: Assessments/Program Leadership

(Job Task: Implementing Interventions and/or Programs, Develop & Maintain Programs, Document Intervention Services)

- A. Begin complete leadership of programs already in session
 - 1. Under direction of full-time staff
 - 2. Participate in evaluation and critique of programs
- B. Complete case study: assessment, weekly progress notes, review of personal history, goal and objectives writing and discharge summary
- C. Continue with reports for Waukegan Special Recreation and University
- D. Assist with developing program information for next brochure
- E. Complete mid-term self-evaluation of performance
- F. Continue planning and implementing day camp and leisure education activities as assigned
- G. Continue work on special project
- H. Prepare presentation to Manager of Special Recreation of special project

IV. Weeks 10-15

Focus: Program Planning/Organization/Evaluation

(Job Task: Manage TR/RT Services, Document Intervention Services, Evaluate Outcomes of the Interventions/Programs)

- 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