



Frederick County Division of  
Parks and Recreation  
Recreation Management Internship Programs  
Frederick County, Maryland

355 Montevue Lane Suite 100  
Frederick, Maryland 21702  
8:00 a.m.-4:30 p.m. Monday-Friday  
Main office: (301) 600-2936  
Or (301) 600-2595 (fax)

For internship information, please call 301-600-1649.

18 County Parks  
Seasonal Recreation Programs  
Rose Hill Manor Children's Museum  
Volunteer Recreation Councils  
2 Nature Centers  
7 Recreation Centers



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## Recreation Intern Job Description

### Division of Frederick County Parks & Recreation (FCP&R)

(Varied day & evening weekday and weekend hours depending on program scheduling)

#### **KIND OF WORK:**

This position performs administrative and active recreational services work under general supervision from the Recreation Superintendent, Recreation Supervisor, or his or her professional designee. Hours will vary depending on seasonal program schedules. Work includes ensuring the safe and efficient operation of recreational facilities or activities; identifying program needs, and instructing participants in sport skills classes, tournaments, sports leagues, special event set up and implementation, various office responsibilities, recreation program instruction, or camps; assisting with the coordination of programs for special populations; leading in the instruction of various themed birthday party programs; assisting with the planning of special events, camps, and trips; and assisting in planning and directing the activities of a recreation center location. Weekend and evening hours may be required.

#### **EXAMPLES OF WORK:**

- Coordinate and create a special project at the direction as assigned by the Recreation Superintendent or his/her designee.
- Provide direct leadership for camps, various sports, arts/crafts, preschool programs, and youth leagues.
- Provide customer service in regard to suitable programming, prepare program evaluations, and organize comments/complaints.
- Assist Supervisor with preparing administrative paperwork.
- Prepare and lead seasonal preschool activities at various sites in the County.
- Assist Recreation Coordinator with warehousing and delivery of equipment and supplies.
- Assist Recreation Coordinator, Supervisor, and Recreation Specialist with distribution of marketing and promotional items.
- Coordinate with school staff for access to cleaning equipment, etc.
- When Scheduled at a Recreation Center location, ensure that all programming at various facilities are ready for scheduled use (staff arrive early enough before activities or rentals to assure that the gymnasium and equipment are fully prepared) and that users of Park/School locations begin and end use at the scheduled times.
- Ensure that the programmed facilities are in order and all equipment is accounted for and properly stored at the end of each session
- Assist with leading various Day and Weekend Trips.
- Assist Recreation Specialist with Special Event and Camp Planning/implementation.
- In compliance with procedures and preferences for custodial work in the assigned school, perform general custodial work after P&R use of facilities (e.g. dry mop floors, clean restrooms, collect and remove trash; etc.)
- Work with the Recreation Coordinator to determine programming schedule of the facilities within the assigned program area.
- Operate a County vehicle to transport recreational equipment and supplies as needed.



- Driving to various program locations throughout Frederick County.
- Assist Superintendent and other office staff with filing and other administrative duties.
- Perform other related duties as required.

**QUALIFICATIONS AND REQUIREMENTS: (special requirements continue below)**

- Minimum age 18 years (at time of hire)
- The intern must have sufficient education, fieldwork and observation experience meeting University/College requirements to be eligible to apply for an internship.
- The intern must arrange for a formal meeting with the Internship Supervisor from the Division of Parks and Recreation. (In the case of a long distance applicant, a phone interview will be scheduled.)
- The intern must have no other conflicting requirements during the internship with the exception of college requirements. Interns must be available to work primarily weekdays, with some evenings and weekends as scheduled through the Intern Supervisor.
- The intern must follow the Frederick County Division of Parks and Recreation policies and procedures.
- The intern is responsible for his or her own transportation, room, and board.
- The intern will learn the organizational structure of the Frederick County Division of Parks and Recreation.
- The intern must complete a written mid and post-evaluation of the internship experience.
- Experience or training in computer use, sufficient to effectively access and utilize word processing, data management and publishing software.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of participants.
- Basic knowledge of sporting activities and rules of play.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, run, stoop, kneel, or crouch.
- Successful completion of a Background Check.
- Ability to respond quickly and effectively in emergency situations.
- Ability to effectively plan, organize and implement recreation programs; lead group activities; and teach skill-based activities.
- Physical requirements include the ability to lift/move and set-up equipment weighing approximately 50 pounds
- Required to obtain and maintain CPR and FIRST aid Certification throughout employment.
- Class C Maryland Driver's License required



## **Overview**

The Frederick County Division of Parks and Recreation is a Division of Frederick County Government and is advised by the Frederick County Parks and Recreation Commission.

We are responsible for operating a variety of parks, facilities, and recreation programs within Frederick County, Maryland. This includes amenities such as:

- Adult fitness
- Athletic facilities
- Classes
- Environmental and historical activities
- Special events
- Sports
- Trips

## **Mission Statement**

The Frederick County Division of Parks and Recreation is committed to the highest level of care for our natural and historic resources while making the park facilities and the recreational programs available to all. We believe that the benefits of parks and of recreation are far reaching and vital to each and every individual, family, and community in Frederick County.

## **About the Internship Positions**

- These well-rounded seasonal internship positions provide exposure and education into many aspects of Parks and Recreation.
- The park and recreation management/sports mgt. internship focuses primarily on recreational programming and administration with some exposure to volunteer management, park/facility management, therapeutic programming, historical site interpretation and management, nature programming, and capital project procedures.
- The public relations internship focuses on marketing, public relations, graphic publications, and miscellaneous media in support of Frederick County Parks and Recreation.



## **Expectations of a prospective Intern:**

- The intern must have sufficient education, fieldwork and observation experience meeting University/College requirements to be eligible to apply for an internship.
- The intern must arrange for a formal meeting with the Internship Supervisor from the Division of Parks and Recreation. (In the case of a long distance applicant, a phone interview will be scheduled.)
- The intern must have no other conflicting requirements during the internship with the exception of college requirements. Interns must be available to work primarily weekdays, with some evenings and weekends as scheduled through the Intern Supervisor.
- The intern must follow the Frederick County Division of Parks and Recreation policies and procedures.
- The intern is responsible for his or her own transportation, room, and board.
- The intern will learn the organizational structure of the Frederick County Division of Parks and Recreation.
- The intern must complete a written mid and post-evaluation of the internship experience.

## Benefits to the Intern

In addition to the internship, an intern may be employed as an Instructor or Camp Counselor (**depending on the season**) to compliment the Internship Position. The Intern will receive the following benefits while participating in this program...

- The opportunity to receive payment as a class instructor or camp counselor.
- Free participation in one recreation class of the Intern's choice, during the Season of his or her internship.

## Purpose of the Internship Program

- To give each intern what they desire in an "on the job" experience
- To formally explore various components of the recreation profession
- To expose each intern to professional organizations (i.e. MRPA, NRPA)
- To help young professionals discover their areas of greatest interest in the field
- To assist the intern in becoming a leisure service professional in their respective field through practical experience.
- In addition, we are committed to assisting the prospective intern in satisfying all the conditions and outcomes set forth by the placing university, college or school (Internship **must** apply toward college credit)
- The ideal Candidate will have the following qualifications:
  - Possess excellent written and verbal communication
  - Possess multi-tasking and coordination experience
  - Actively demonstrate the ideals for healthy living, i.e. tobacco free/smoke free workplace.



## Intern Selection Criteria

### *Qualifications of Intern Candidates*

- \* Be currently enrolled in a university, junior college, vocational or technical school
- \* The Internship will be applied for school credit
- \* Able to work 36-40 hours/week
- \* Strong interest in Parks and Recreation or specialized field

- ENTHUSIASM—profound interest in the field of Parks and Recreation.
- INITIATIVE!
- Demonstration of creative leadership.
- High standards of excellence in performing duties.
- Good judgment.
- Ability to adapt to new situations calmly and effectively.
- Neat and appropriate appearance.
- Dependable and responsible.
- Good written and verbal skills.
- Acceptance and understanding of the internship responsibilities.



### Procedures for Applying

- Obtain approval from your Academic Advisor before contacting the Division.
- Call 301-600-1649 to schedule an interview (phone or in person) with the Intern Supervisor.
- Complete and submit the Internship Application and resume before the interview. **(Resume will be attached on the last page)**
- **If awarded an internship, the intern is responsible for making an appointment with the Recreation Manager in order to discuss the actual position and arrange a starting date for the internship.**
- The intern must formulate a list of goals to be pursued while working with the Frederick County Division of Parks and Recreation.

### Procedures for Post-Application

- Intern performance will be regularly evaluated to maintain high Divisional standards and to satisfy the intern's educational requirements. The Division reserves the right to end an internship if it is deemed in the best interest of the Division.
- Interns are expected to know and comply with the established policies and procedures of the Division.
- Interns will be graded and given credit for work that has been accomplished according to the College or University guidelines.

### *Equal Opportunity*

The Frederick County Division of Parks and Recreation does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability for employment or the provision of services. Individuals requiring special accommodations are requested to contact the Division at 301-600-2936 to arrange accommodations.

### DRESS POLICY

Due to safety concerns for health, wellbeing, and professional appearance the Division has developed the following criteria: any holes, cuts, baggy clothes, wrinkles, dirty clothing, visible midriff, and athletic shoes\* are prohibited while at work. Please ask your supervisor if you have any questions regarding the dress code policy.

\* See "Casual Dress Policy" and "Recreation Staff Dress Policy" for exceptions to this rule. *Your supervisor must approve any alterations to the Dress Policy.*

- **Office Dress Policy-** Interns are required to dress professionally while in the office. Professional Dress is defined as a collared shirt that is tucked in, blouse or turtleneck, dress shoes, dress slacks (pant length must be medium calf length or lower), or skirt/dress. If an intern is working "in the field" for a portion of the day they are permitted to dress appropriately for their field duties with supervisor approval. Recreation interns should refer to the "*On Site Recreation Attire*" policy below for daytime "field" programs or activities. Please note that the expectation is for staff and interns to dress professionally when attending meetings. Please ask your supervisor if you have any questions regarding the dress code policy.
- **Casual Dress Day Dress Policy-** If a casual day is designated the following exceptions to the "*Office Dress Policy*" are permitted: jeans or slacks (mid-calf length or lower), a collared shirt that is tucked in, and athletic shoes may be worn. Please note that despite this policy the expectation is that staff attending meetings will dress professionally and appropriately. Please ask your supervisor if you have any questions regarding the dress code policy.

- **On Site Recreation Attire** – Recreation Interns are expected to wear the approved Division uniform/shirt while on site.
  - **Shorts/Pants** – When dressing for the field, staff is permitted to wear the following: jeans (with no holes), slacks, nylon workout pants, or shorts. Shorts must meet the ‘Finger Length Rule’ (be within the length of your fingers or longer when extended with arms straight at your sides while standing).
  - **Shoes**-Sandals or open-toed shoes are not permitted. Athletic shoes are required. Due to safety concerns shoelaces must be tied at all times.
  - **Shirt**- While ‘on the clock’ as a representative of the Division, wear the required Frederick County Division of Parks and Recreation staff shirt that you are given for your specific program. Shirts must be worn in a manner that covers your midriff. If you are working multiple programs back to back during the same day, you may wear one shirt, representing any of the programs you are actually working, throughout each of the programs. BUT, Management encourages you to wear the staff shirt that has been assigned for each specific program. **When ‘off the clock’ as a representative of the Division, please refrain from wearing a Division ‘staff’ shirt.**

**Dress Accessories-** Due to safety concerns for health, wellbeing, and professional appearance the Division prohibits all staff that are involved with active recreation and/or maintenance work to wear large loop and or dangly styled earrings. Tattoos should also be covered if possible.



**Frederick County Division of Parks & Recreation**

**Application for Internship**

355 Montevue Lane, Suite 100, Frederick MD 21702  
301-600-1684 • Attention: Eric Appel

For which internship are you applying?  Public Relations  Parks & Recreation/Sports/Mgt.

Season \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

University or College attended \_\_\_\_\_

College level completed: 1 2 3 4 5; Major \_\_\_\_\_ Degree \_\_\_\_\_

Number of weeks your University or College requires for your internship? \_\_\_\_\_

Number of hours per week and/or total for the internship? \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Are you able to lift up to 40 Lbs.? Y N

Emergency Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

What could the Frederick County Division of Parks & Recreation expect to gain through your internship?

(Please use additional paper if needed). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you expect to gain through your internship? (Please use additional paper if needed).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any special abilities, training, and/or experience, which could contribute to this internship.

List any special projects you have completed in school or with recreation or natural resources agency.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list 10 one-word adjectives to describe yourself. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach your resume or employment history and mail