GCRD
Parks and Recreation Internship Program Manual

Description

The Greenville County Recreation District’s Parks and Recreation Internship Program serves as a bridge between the professional and academic worlds and provides students with the opportunity to gain real-world experiences through participation and mentorship in Greenville County Recreation District (GCRD) programs, activities, meetings, and through time spent with GCRD staff. The purpose of the Parks and Recreation Internship Program is to provide students with the opportunity to gain experience in an environment in which learning and leadership/supervisory skills are the chief objectives. Under GCRD staff supervision, the intern will apply experience and knowledge gained from the classroom to learn what it takes to be a manager in the field of Parks, Recreation, and Tourism (PRT). In order to maximize the professional development of the intern, the internship will encompass as many aspects of GCRD operations as possible.

Objectives of PRIP

1. To provide the opportunity to experience real-world situations, through front-line and mentorship exposure, in the field of PRT.

2. To foster greater understanding and appreciation of roles, duties, and responsibilities of professionals in the field of PRTM.

3. To provide experience in a variety of programming, leadership, administrative and maintenance functions within GCRD.

4. To allow the intern to identify personal strengths and weaknesses in his/her professional behavior for his/her development and maturation before entering the field.

5. To offer experiences that promote development and refinement of human relations and interpersonal skills.
Policies and Procedures

The ideal intern for this program will:

- Have at least a junior level standing with his or her university; this is usually 60 or more credit hours.
- Have at least a 2.5 GPA.
- Have a strong desire to learn about management in the field of PRTM.
- Have a teachable mindset to learn from GCRD staff members and directors.
- Be able to attend GCRD Commission and Greenville County Council meetings that take place during the internship.
- Be willing to work weekends/ nights when needed.

Compensation and Requirements:

- Internships cannot begin until written permission from a university supervisor has been received.
- There will be a paid stipend if permitted by the intern's university.
- The intern will be required to attend at least one meeting of Greenville County Council, either on the 1st or 3rd Tuesday of the month, as well as at least one of the GCRD Commission meetings, on the 2nd Tuesday of the month.
- The intern will abide by the employment policies of GCRD, showing professional respect and courtesy towards all.

Housing:
Interns are responsible for their own living arrangements

Transportation:
Interns are responsible for providing their own transportation to and from work. The intern should have a valid driver's license as he/she may utilize GCRD vehicles following approval.

Meals:
Interns are responsible for providing their own meals.

Dress:
Interns should dress appropriately for the department/ program in which they work. Different work settings require different attire. The intern should contact his or her supervisor before reporting for work to verify what is expected. If a GCRD uniform is required, one will be provided.
**GCRD Supervisor Responsibilities:**

- The intern will report to the HR Manager for the duration of the internship.
- The HR Manager will schedule the intern in various departments to provide the intern with the necessary experience to satisfy any university requirements the intern may have.

**Individual Supervisors should:**

- Utilize the intern for the full amount of time scheduled in that department.
- Work to mentor/teach the intern to help him/her develop professional skills.
- Provide the intern with a thorough orientation to the individual supervisor’s department/role, including:
  - purpose, administration, programs/services, facilities
  - policies and procedures
  - expectations and responsibilities
  - GCRD staff and patrons
- Notify the HR Manager of any problem with the intern or his/her conduct. Any disciplinary action or unprofessional behavior will be reported to the university.
- Meet with the intern to evaluate progress made, discuss problems or areas for improvement, answer questions and offer constructive feedback.
- To complete an evaluation of the intern at the end of his/her assignment. Evaluations will be reviewed with the intern by the HR Manager.

**Intern's Responsibilities:**

- Intern will report to the HR Manager at the beginning of the internship.
- Intern must attend an internship orientation meeting that will take place in the first week of the internship.
- Intern are required to attend at least one Greenville County Council meeting each month worked, except when the council is not in session, and at least one GCRD Commission meeting during the internship period.
- Read and follow the policies and procedures set forth in the Parks and Recreation Internship Program Manual. The manual is not an employment contract, but should be regarded as a guide to help all parties understand the internship.
- Intern must report to work on time to the appropriate supervisor.
- Intern must become familiar with and adhere to the employee (and safety) policies and guidelines of GCRD.
- Intern must always display professional behavior, including:
  1. Being properly groomed and appropriately dressed. Interns should contact their supervisor in advance to determine the appropriate dress.
  2. Reporting to work, meetings, appointments, etc. on time.
  3. Carrying out all assigned duties to the best of his or her ability.
  4. Preparing carefully and in advance for all assignments.
  5. Maintaining confidentiality.
  6. Displaying appropriate professional conduct at all times.
- Intern must record hours worked on GCRD time cards accurately and daily, and turn them in on time.
- Intern must maintain an open line of communication with your HR Manager. This includes
meeting on a regular basis to discuss the progress of the internship. Additionally, confer with the HR Manager when: significant incidents occur at work, whether good or bad; communication is needed with the participating university; and/ or when not able to work due to illness or other situation.

- In the event of illness or emergency, intern should notify the supervisor for that day, as well as the HR Manager, of the situation and possible absence.
- Intern must submit all assignments (i.e., evaluations, weekly reports, final portfolio) on time.
- Intern should be a positive reflection of him- or her- self, the participating university, GCRD, and the field of PRTM.
- If a problem arises that jeopardizes the continuation of the internship, the intern should contact the HR Manager immediately.

**Assignments**

1. **Weekly Reports:** Each week, the intern should complete and turn in a report including the following information: a description of what the intern was involved in each day and discussion of significant learning experiences during the week along with what the intern has learned about PRTM, being a manager in PRTM, and/or about where the intern sees himself or herself fitting into the field. Reports only need to be long enough to help the HR Manager and intern know how the internship is developing.

2. **Evaluations:** The HR Manager will conduct an evaluation with the intern once at the midpoint of the internship, and again at the end of the internship. This process will also include evaluations done by each supervisor the intern works with. Interns will be given the opportunity to evaluate the internship program as well.

3. **Internship Project:** Interns will be given a project by the HR Manager to complete by the end of the term which will serve as another opportunity for the intern to further develop his or her skills and knowledge of management in PRTM. The project will be based on the individual’s career goals, areas that need development, area of interest, and level of ability.

4. **Learning Labs:** Interns will be required to attend 4 of 5 Learning Labs that will be offered during the internship. The labs will serve as a complement to the experiences the intern has in the field, and as further aid to help the intern learn about management in PRTM and make connections to bridge the gap between the theories learned in the classroom and the “real world” scenarios that occur in PRTM.

5. **Activities and Ratings Report:** As the internship progresses, the intern will fill out the “Activities and Ratings Report” document, so that the HR Manager can determine the effectiveness of each activity the intern participates in and improve PRIP.