



**EXCELSIOR
SPRINGS**

Parks, Recreation & Community Center

Student Internship Manual

**Excelsior Springs Parks, Recreation, and
Community Center**

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Department History

In the early part of the twentieth century, most cities which were involved with planning for a city-wide park system were much larger than Excelsior Springs. The parks were usually developed with the thought of benefiting the local citizenry.

Excelsior Springs, however, was not a typical community. The development of the parks was integral with the promotion of the mineral water system. The history of Excelsior Springs park system is a reflection of the city's unique history and development.

Department Mission Statement

To provide a better quality of life and promote health and wellness by providing adequate facilities, acres of parks, and various recreational and non-recreational programs that can be enjoyed by all ages.

Philosophy of Internship

The Excelsior Springs Parks and Recreation Department is committed to providing students with a diversified, high quality internship experience that allows students to apply knowledge, skills and academic experience to a practical work opportunity. The department strongly believes in its mission, programs and events, community and in the staff members who serve the citizens of the city. Interns working for the department are considered staff members whose talents are nurtured through exposure to recreation programming.

Internship Qualifications

The following items will make you eligible for consideration to be a student intern candidate:

- Working towards a recreation and park administration, or related field, degree
- Must be able to work 40+ hours a week and be available to work some nights and weekends as scheduled by your internship supervisor
- Approval from the appropriate faculty member of your university
- A faculty representative assigned by your university who will serve as a liaison between your university and the Excelsior Springs Parks and Rec Department
- Must agree to abide by the city's policies and procedures

Intern Responsibilities

The Excelsior Springs Parks and Rec Department cooperates with many colleges and universities to provide a complete internship experience. The intern supervisors will assist you in learning as much as possible during your intern experience. It is essential that you ask questions if assistance is needed. The following are potential opportunities during your internship.

Internship Goals

- To apply academic course work to a hands on practical experience
- Plan, conduct, and evaluate programs
- Observe competent supervisory skills in a variety of settings
- Determine strengths and weaknesses in a supervisory role
- Provide assistance to any city employee and exchange ideas with professionals in the field
- Expose the intern to national and state recreation and park organizations to assist in providing future career enhancement

Orientation

- Computer skills necessary to complete internship: Word, Excel, Publisher, G Suite, Canva
- Computer will be provided with network access
- Office location: GL 'Jud' Palmer Community Center
- Review orientation check sheet
- Meet with Excelsior Springs Parks and Rec Director, Senior Services, Parks Superintendent, Grounds Supervisor, and Office Administration

Projects/Tasks

- Inventory supplies
- Budget review
- Organization of Summer Sports programs
- Attend staff meetings
- Observe classes and activities
- Supervision of part time staff, run staff meetings and determine agenda items
- Oversee Youth –T-ball program, including scheduling, team management, budgeting and staffing.
- Assist Supervisor with class/program evaluation and budget comparison worksheets
- Attend at least one city council meeting

- Attend monthly Park board meetings
- Assist in preparing weekly reports
- Record daily occurrences, activities, events, and how they relate to your growth and learning in the parks and recreation field.

Facilities

Parks

- Prepare program evaluations.
- Observe classes, activities and programs, report findings to supervisor.
- Assist and observe routine playground inspections.
- Assist Ground maintenance laborers with field preparation periodically.

School District

- Assist Ground maintenance laborers with field preparation periodically.
- Assist with payroll, scheduling, and supervision periodically.

Senior Services Center

- Work with center staff and volunteers.
- Serve lunch.
- Attend a senior activity.
- Attend a Senior Center staff meeting.

Community Center

- Prepare program evaluations.
- Observe classes, activities and programs, report findings to supervisor.
- Assist and observe routine playground inspections.

Learning Experience

Marketing & Community Outreach

- Assist staff with preparation of social media posts.
- Write social media posts for upcoming events/programs for the department.
- Design flyers and posters for upcoming events.

- Design new class participant survey. All evaluations returned to intern who will analyze data and write report to program supervisor.

Parks Superintendent

- Spend time with the Parks Maintenance staff
- Review bid proposals for upcoming projects.
- Tour all of Excelsior Springs parks and surrounding future park sites.

Guidelines

Absences

- Absences need to be approved by a supervisor prior to the internship. Unexpected illnesses are to be called in 1 hour before the workday begins.

Attitude

- The intern must demonstrate a courteous and professional attitude toward participants and staff at all times. Customer service is an integral part of the field and this position.

Compensation

- Internships will not be paid, either contractually or hourly.
- However, the intern could eventually add additional hours/duties to fill in for other staff at that given rate of pay.

Criminal History Check

- The Excelsior Springs Parks and Rec Department will require a criminal history record check on all employees and volunteers. You will be required to have a criminal history check completed at the beginning of your internship. The intern supervisor will submit the form and if a problem arises the intern will immediately be notified.

Dress Code

- When working in the office, professional attire is important. The intern should use his/her discretion in accordance to certain duties or programs. Interns must remember that they are representing the Excelsior Springs Parks, Recreation, and Community Center Department at all times.

Insurance

- Due to the intern being on a seasonal basis, insurance or worker's compensation is not provided.

Keys

- Necessary keys will be given and it is the intern's responsibility to return the key(s) to his/her supervisor on the last day of work. Immediately notify the supervisor if any keys are lost.

Office Space

- Supplies will be provided at the Community Center office.

Phone Usage

- Personal phone calls are to be kept to a minimum or in the case of emergencies.

Transportation

- Interns are responsible for their own transportation to and from programs. Park activity participants are not to be transported in a personally owned vehicle.

Work Schedule

- Hours will be established with the supervisor and will vary due to different activities and events. Interns will be involved with a 40-hour workweek over a 10-16 weeks' span. A normal business day is from 8:00 a.m. - 5:00 p.m.

Spring 2023 Internship Schedule

Division:	1/30/2023	2/6/2023	2/13/2023	2/20/2023	2/27/2023	3/6/2023	3/13/2023	3/20/2023	3/27/2023	4/3/2023
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Administration	X	X				X		X		X
Senior Services							X			
Maintenance									X	
Front Desk			X							
Aquatics				X						
Fitness					X					

*Tentative schedule - Director will invite intern to attend most meetings

*Administration includes Programming staff as well as Director

Projects:

- Schedule & Organize all sports programs (baseball/softball, soccer, volleyball, TNT)
- Develop a program evaluation with Rec Coord. to evaluate programs & coaches
- Assist with special events planning
- Assist Youth & Family Coordinator with activities
- Assist Administration with taking photos of programs
- Assist Director with park planning & construction projects
- Assist Aquatic Coordinator with lifeguard scheduling & natatorium upkeep
- Assist Fitness Coordinator with programs & training
- Assist Parks Superintendent with inspections & maintenance
- Assist Senior Services with Sr Center operations & MARC
- Assist Welcome Desk with all aspects of customer service & memberships

Extra duties on off hours can be worked for pay