

**Roanoke
County**



**Parks,
Recreation
and Tourism**

INTERNSHIP PROGRAM

October, 2011

ROANOKE COUNTY PARKS, RECREATION AND TOURISM
1206 Kessler Mill Road
Salem, VA 24153
(540) 387-6078

INTERNSHIP PROGRAM APPLICATION

PLEASE PRINT OR TYPE

NAME: _____ DATE: _____

PRESENT ADDRESS: _____

PERMANENT ADDRESS: _____

PRESENT PHONE (_____) _____ PERMANENT PHONE (_____) _____

EMAIL ADDRESS: _____

COLLEGE/UNIV. PRESENTLY ATTENDING: _____

YEAR IN SCHOOL or EXPECTED GRAD. DATE: _____ CUMULATIVE G.P.A.: _____

MAJOR(s): _____ MINOR(s) _____

PLEASE LIST YOUR CAMPUS ACTIVITIES, COMMUNITY INVOLVEMENT, AND ANY VOLUNTEER OR CIVIC ACTIVITIES:

PLANS/CAREER GOALS FOLLOWING GRADUATION FROM COLLEGE:

IN WHAT WAYS DO YOU ANTICIPATE THAT AN INTERNSHIP WITH ROANOKE COUNTY PARKS, RECREATION & TOURISM WILL ENHANCE YOUR EDUCATIONAL TRAINING?

HAVING REVIEWED THE PACKET DESCRIBING THE COUNTY OF ROANOKE PARKS, RECREATION AND TOURISM INTERNSHIP PROGRAM, WHAT AREAS DO YOU THINK YOU WOULD BE MOST INTERESTED IN PARTICIPATING?

PLEASE LIST THREE PERSONAL OR PROFESSIONAL REFERENCES:

NAME: _____ RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____

NAME: _____ RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____

NAME: _____ RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____

NAME, ADDRESS AND PHONE NUMBER OF YOUR INTERNSHIP ADVISOR:

_____ OFFICE PHONE: (_____) _____

_____ EMAIL ADDRESS: _____

MAY WE CONTACT YOUR ADVISOR AND REFERENCES LISTED ON THIS APPLICATION? IF NOT, LIST THE ONE(s) THAT SHOULD NOT BE CONTACTED:

IF ACCEPTED AS AN INTERN, WHEN WOULD YOU BE AVAILABLE?

PLEASE LIST THE INTERNSHIP REQUIREMENTS OF YOUR COLLEGE OR ATTACH A COPY OF THE GUIDELINES:

SIGNATURE OF APPLICANT:

DATE:

**ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION AND TOURISM**

INTERNSHIP PROGRAM

Overview of the Department:

In 1968, Roanoke County developed a plan calling for the creation of the Parks and Recreation Department for the purpose of providing quality recreation and education opportunities for its citizens. As a result, numerous recreation facilities and county parks have been developed, including several Community Centers- all of which offers a wide variety of activities to residents. Today, the department provides a wide variety of leisure services and facilities for the 90,000 residents of Roanoke County. One of the challenges the department faces is that Roanoke County covers over 300 square miles and is mixture of rural and urban neighborhoods.

Numerous outdoor opportunities such as baseball, softball, tee-ball, soccer, football, cheerleading, nature trails, and picnic shelters are a part of the activities available at the 52 parks located in Roanoke County and the Town of Vinton. 9,000 children currently participate in our youth athletics programs through a unique partnership with 12 local non-profit recreation clubs. Other programs available from the Recreation Division include Youth Services, Outdoor Education, Special Events, Senior and Adult Leisure Services, Teen Center Programming, Adult and Youth Athletics, Lifetime Sports, Aquatics, Wellness and Fitness and a nationally recognized award winning Therapeutics program.

Roanoke County Parks, Recreation and Tourism also offers some unique recreational opportunities including a 76,000-square-foot recreation center offering healthy fun for everyone , an Equestrian Center located just outside Salem and Camp Roanoke, a three season residential camp with outdoor adventure and education programming. Other facilities operated are the Brambleton Community Center, the Catawba Center and the Craig Recreation Center

The Tourism and Special Events Division provides Countywide special events and emphasizes efforts on promoting tourism throughout Roanoke County and the entire Roanoke Valley.

Public facilities include over 150 outdoor athletic fields and court areas, picnic areas and shelters, community Recreation centers, environmental gardens, nature areas, miles of hiking trails, fishing areas, playgrounds and numerous special facilities such as an Equestrian Center and regulation Soap Box Derby track. Several new parks are currently under development. Park system maintenance requirements are met through four (4) individual Park District Maintenance Centers located within each geographical region within the County.

The Roanoke County Board of Supervisors appoints the eleven-member Advisory Commission. The Commission: 1) acts as the advisory body to the Director of Parks and Recreation; 2) makes recommendations to the Board of Supervisors and County Administration after consultation with the Director of the Department; 3) cultivates and maintains a well informed and continuous understanding of department services, and appreciation for the related needs of all residents and effective and active public relations/community involvement program.

I. GOALS

The extent of the Internship Program conducted at the Roanoke County Parks, Recreation and Tourism Department is determined in cooperation with the goals and objectives of the specific college

or university and the department. The university sets the guidelines and the Parks, Recreation & Tourism Department provides the details of the program to best reach the goals set by the university and the intern and provide the intern with a well-rounded experience.

The chief purpose of internship is to provide the student with practical background experience in a setting where learning is the chief objective of that experience. The goal of this experience is to enhance the professional growth of the student by furthering their understanding and appreciation of the role of the parks and recreation professional through actual experience. Internship provides a means for determining the student's strengths and weaknesses and an opportunity for the university, the agency, and the student to expand, practice, improve, and evaluate skills, techniques, principles, and theories.

Internship also enhances the educational process and enlarges the scope of the university's professional curriculum in recreation and parks. It provides a laboratory for the application of theoretical knowledge and for faculty contact with professional leaders and agencies on a cooperative basis.

In accepting an intern, Roanoke County is helping to meet the challenge of preparing leaders in the field of recreation and helping the university produce better-qualified persons for responsible positions in the profession. A cooperative working relationship between the agency and the university assures contact between trained practitioners and professional recreation educators, which serves to stimulate both.

II. OBJECTIVES

The intern will have a complete job experience in a wide range of responsibilities. The intern should gain a broad experience in agency and community functions, which will involve him in observing, reporting, participating, leading, assisting, supervising, and managing. The following elements will be emphasized:

Administration and Management - The Department will schedule and assign the intern in such a way to give him practical experience in the skills, techniques, and practices involved in the administration and management of a Parks, Recreation, and Tourism Department. This assignment will include, in as far as possible, experiences in office procedures, staff relations and responsibilities, record keeping, programming, planning, fiscal operations, public relations, and community agency relationships.

Organization and Supervision - The intern will be scheduled and assigned to participate in experiences involving the organization and supervision of various programs, events, and to some extent, personnel.

Maintenance and Operation - The intern will be scheduled and assigned to various operations in such a way as to provide him with a reasonable number of learning experiences in the area of maintenance, operation, and planning.

Observation - The intern will be given the opportunity to observe the work and working relationships of the department within the organization and the community.

III. PROCEDURE

APPLICATON & INTERVIEW - The intern may apply to the department by submitting a letter of request and résumé, along with the attached application form to:

Roanoke County Department of Parks, Recreation and Tourism

1206 Kessler Mill Road

Salem, VA 24179

If you are interested in an internship experience in one of the following specific program areas please direct your application to the persons listed below. They may also be reached by the phone numbers and email addresses listed below to schedule an interview:

- **Parks and Recreation:** Doug Blount, Director
Office: 540-387-6078 Ext. 252 email: dblount@roanokecountyva.gov
- **Tourism and Events:** Wendi Schultz, CFE, Coordinator Tourism/Events
Office: 540-387-6078 Ext. 251 email: wschultz@roanokecountyva.gov
- **Marketing:** Scott Ramsburg, Marketing Supervisor
Office: 540-387-6078 Ext. 230 email: sramsburg@roanokecountyva.gov
- **Wellness and Fitness:** Julie Morris, Wellness Manager
Office: 540-777-6300 email: jmorris@roanokecountyva.gov

ACCEPTANCE - If it is determined cooperatively that the program can meet the specific objectives of the student, college, and the Department of Parks, Recreation and Tourism, the Department will make a formal offer of acceptance to the student. If the student accepts the assignment, the Department will work with the student and college to establish schedules, assignments, and evaluations.

AGREEMENT - A written internship agreement will be developed and signed to outline all requirements established by the intern, the college, and the Department.

SCHEDULE - Upon signing of the intern agreement, a weekly calendar will be established between the student and the Roanoke County Parks, Recreation and Tourism Department and the intern will:

IV. INTERNSHIP ELEMENTS/RESPONSIBILITIES

EVALUATIONS -The Roanoke County Parks, Recreation and Tourism Department will, at the mid-term and conclusion of the intern program, evaluate the student, the intern program, and the major project (if applicable). The intern is required to evaluate the Roanoke County Parks, Recreation, and Tourism Department and its internship program. The intern will be responsible for maintenance of a weekly work diary that spells out what was attempted, accomplished, and learned for that week.

INTERN COMPENSATION -The Roanoke County Parks, Recreation and Tourism Department cannot offer the student any financial compensation. However, all attempts at reducing the cost of the intern's financial burden will be looked at by the department and assistance (non-financial) will be offered where and when it can be.

SPECIAL PROJECT - Interns may be responsible for the completion of a major project that will specifically fall within their area of responsibility. The project is to be organized, implemented and evaluated by the intern. The type of project will be based on the intern's special area of interest, the specific division of their choice (if desired) and/or the suggestion of the Tourism/Special Events Division or the college.