



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.accessclarkcounty.com

**For the position of: RECREATION INTERN
Various Locations**

Jenifer Schwartz, Internship Coordinator
(702) 455-8261 Phone / (702) 455-8260 Fax
jlsch@co.clark.nv.us

SALARY

Possible part-time paid hours available
\$8 - \$12 Hourly

OPENING DATE: Spring Semester / Summer Semester / Fall Semester
14 – 16 weeks
Application Deadline—One month prior to the start of each semester

CLOSING DATE: Continuous

ABOUT THE POSITION:

Gain professional experience with an accredited parks and recreation department in Las Vegas. Gain a well-rounded opportunity with exposure to Administration, Adult and Youth Sports, Special Events, Mature Adults, After School Programs, Leisure Interests Classes, Camps, and Aquatics (seasonally). Work in culturally diverse areas assisting with community partnerships and multi-agency collaborations. Internships will not lead to permanent employment. Interns do not receive benefits.

OF VACANCIES: Various

MINIMUM REQUIRMENTS

Education and Experience: Senior year student majoring in Leisure Studies, Recreation Administration, or a related field. Must possess basic computer skills.

Preferred Qualifications: Previous paid or volunteer recreation experience desired.

Licensing and Certification: Must possess a valid Class C Nevada Drivers License.

Working Conditions: This position may work day, evenings and/or weekends. This position may be required to drive to various locations.

Background Investigations: Employment is contingent upon the results of a background investigation.

APPLICATION PROCESS:

Applicants must submit a cover letter, resume, department application, internship application, and two letters of recommendation, one from your academic advisor and one from a past or current employer. Applications can be obtained at
<http://www.accessclarkcounty.com/depts/parks/Documents/Application.pdf>.

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07/09



Clark County Department of Parks and Recreation

Internship Application

Date: _____

Name: _____
Last First M.I.

Address: _____
Number Street P.O. Box

City State Zip Code

Phone No.'s: (H) _____ (W) _____ (Cell) _____

Email: _____

University or College attending: _____

Name of Academic Advisor: _____

Email: _____

University/College Address: _____
Number Street P.O. Box

City State Zip Code

Major: _____ Expected Date Graduation: _____

Area of Emphasis: _____

Graduate / Undergraduate

Semester you are interested in completing your internship?

Spring _____ Fall _____

Summer _____ Other _____ Dates: _____

Number of weeks your university/college requires for your internship: _____

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Goals:

What do you expect to gain from an internship with Clark County Department of Parks and Recreation?

Please provide as much detail as possible for your answers. You can add additional pages as needed.

What is your career objective?

The completed application packet should be sent to:

Sunset Park Administration
Attn: Recreation Internship Coordinator
2601 East Sunset Road
Las Vegas, NV 89120

Clark County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability. If you have any questions regarding this application please contact Jenifer Schwartz at (702) 455-8261.

Thank you for considering Clark County Department of Parks and Recreation!

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Internship Packet

Revised 07/09

MISSION STATEMENT:

We help to create community through people, parks and programs.

VISION STATEMENT:

A healthy community where people live, work and play together.

The Clark County Department of Parks and Recreation serves the diverse citizens of Clark County and the incorporated cities within it, such as Las Vegas, North Las Vegas and Henderson. Today the Recreation Division maintains various urban community centers, rural centers, sports and outdoor recreation programs, aquatic facilities, and various special interest facilities. The Cultural Division facilitates live performances at various facilities, cultural arts programs, Safekey programs and special events, as well as administrative functions. The department also operates different divisions/units such as Park Maintenance, Finance, Park Police and Shooting Park. The department continues to meet the ever-changing demands and needs of the community.

The department's main function is to enhance the quality of life for the citizens of Clark County through progressive, quality programming and park planning. The department also maintains positive relations with the private and corporate sectors of the community as well as public and non-profit agencies such as: Clark County School District; YMCA; and HUD. These agencies help by providing assistance in the way of sponsorships, use of their facilities, or group rates on special outings, for many of the regional and neighborhood events held throughout the year. Regional events are offered throughout the year and include a variety of events for children and adults. Rarely a week goes by without a special event, conducted or sponsored by the Department of Parks and Recreation.

Area Functions

The Clark County Department of Parks and Recreation supports students through the Nevada Recreation and Park Society (NRPS) and other related professional organizations. Students interested in a future with one of the fastest growing counties in the United States will find that an internship with Clark County is a good way to gain a basic understanding of the policies and procedures which govern a public agency. An internship with Clark County is also a great way to network with leisure service professionals and show them what you have to offer. Please read the short descriptions of the different divisions within the department and see if they meet your needs as a college intern.

Recreation Division - conducts sports classes and leagues, after school programs, resident and day camp programs, teen leadership programs and a wide variety of fun and exciting events. The areas within the division are listed below:

- Urban Recreation/Community Centers
- Senior Centers
- Sports Programs
- Special Interest Facilities
- Aquatics
- Camp Lee Canyon
- Rural Centers and Facilities
- RecMobile

Cultural Division - This division promotes the enhancement of art and culture through recreational and special event programming. Programs or areas of service included in this division are:

- Public Relations and Marketing
- Special Events
- Media Service
- Arts Education
- Cultural Outreach
- Folk Arts
- Winchester Community Center
- Heritage Museum
- Aviation Museum
- Art Galleries
- Safekey

The Department of Parks and Recreation also houses divisions/units such as the Park Maintenance Division, Finance Division, Park Police unit and Shooting Park Unit.

Internship Experience

Purpose:

To assist students in making an effective transition from the classroom to the professional world.

Goals:

To assist intern in becoming a professional capable of securing through, practical experience, a part time or full time position in the Parks & Recreation field.

To provide intern with knowledge about policies and procedures within a government organization.

Orientation/Training:

An intern with the Recreation or Cultural Division will be provided with an orientation/training session. This will include but is not limited to:

- ∞ A review of the Department's policies and procedure manual
- ∞ A facilities tour
- ∞ The Department's New Employee Orientation
- ∞ A review of the Department's mission statement
- ∞ A comprehensive explanation of the area, programs and customers served

Policies/Procedures:

The internship will include learning the policies and procedures for the respective area of service. Each intern will be assigned to an area of service where the majority of their time will be spent. Here the intern will learn how that area of service fits into the big picture. The internship will also help a student learn the importance that having a TEAM player attitude plays in becoming an effective leisure service professional.

Responsibilities of Intern:

- ∞ Assist in planning and implementing a wide variety of community education activities, neighborhood events and programs, workshops, track break activities, as well as scheduling part-time employees, and recruiting instructors.
- ∞ Plan and implement a program from beginning to the end.
- ∞ Learn the process by which the operating budget of a program is developed.
- ∞ Prepare a general fund budget and the enterprise fund budget for a program.

- ⌘ Learn the process and procedures required to effectively run a program.
- ⌘ Gain customer service experience through job shadowing.
- ⌘ Become proficient in the use of the Department's automated registration software system.
- ⌘ Attend various meetings, for example: recreation specialist meeting, a program supervisor's meeting; an all staff meeting; and any other meetings your immediate supervisor deems necessary.
- ⌘ Participate in weekly or bi-weekly meetings with immediate supervisor to discuss progress, concerns, problems, and areas of improvement.

Additional Areas of Interest:

In addition, interns will perform functions as directed by their immediate supervisor. Remember that within the Department of Parks and Recreation, every job is important to the provision of quality services to the community. It will be up to the discretion of the intern supervisor to allow a wide breadth of experiences for the intern. It is important to remember that the Department works together as a whole even though each division/unit has its own unique functions. Exposure to other areas or divisions during the internship are beneficial to gain an understanding of the vastness and diversity of the Department of Parks and Recreation. Other suggested areas that might be of interest include:

- ⌘ Park Maintenance - The responsibility of this division is to properly maintain all areas, which include neighborhood, regional parks, park equipment, playgrounds, special facilities, aquatic facilities, and the placement and supervision of community service workers.
- ⌘ Park Planning - Speak with one of the employees to gain a basic understanding of how the planners determine what is developed, based on the needs assessment of the community. If possible, take a tour of the wetlands with the planner of that project. If not, review the in-house material regarding the project.
- ⌘ Park Police Unit - gain a basic understanding of the public safety responsibilities of this division.
- ⌘ Administration - gain a basic understanding of the role the Director, Assistant Director, Division Managers, and their support staff play in the delivery of services. (See organizational chart for further clarification)
- ⌘ Rural Communities - Take a day trip to one of the rural community centers to understand how their area functions within the recreation division.
- ⌘ Attend a one or two day training session conducted by the Organizational Development Center (ODC) at the Clark County Government Center.

Qualifications/Selection Criteria

In order to successfully complete an internship with Clark County Department of Parks and Recreation, the student must meet all expectations of the college/university as well as those of the department internship requirements.

The following are the minimum qualifications that an intern should possess. Please remember to state your qualifications and experience on your resume and cover letter. All qualified applicants must be able to pass a background check prior to their official start date.

1. Some experience coordinating and leading programs for youth is preferred.
2. Possession of a valid Nevada driver's license (or from state of permanent residence).
3. Flexibility to work evenings and weekends when assigned.
4. Must possess good written and verbal communication skills.
5. Is friendly, courteous and has some basic customer service skills.
6. Willing to take on any task that the supervisor assigns, whether it is simple or challenging and be able to adapt to new situations calmly and effectively.
7. Must be responsible and conduct themselves in a professional manner, as if they were an employee of Clark County Department of Parks and Recreation.
8. Need to possess basic computer skills, in order to prepare reports, time lines and flyers as needed.
9. Must have a current First Aid/CPR certification or be willing to obtain one prior to hire.
10. Show creativity, show initiative, use good judgment, be dependable, demonstrate good leadership skills and be an enthusiastic person with a passion for leisure services.
11. Demonstrates the ability to maintain good rapport with supervisor, co-workers, and the public.