

**Centre Region Parks & Recreation Operations (Sports & Aquatics)/Facility Maintenance Internship (Summer for Fall, 1 position available)**

Intern reports directly to Aquatics Supervisor; in turn, Aquatics Supervisor coordinates all rotations mentioned below with all necessary staff.

- General Council of Government overview including municipal members, governance, structure, voting, policies and procedures. Attend one General Forum meeting. Time here is spent with CRPR Director and combined with next two bullets, approx. one week.
- General Facility overview including facility design, funding, history, location, service area, and programmable use. Attend one CRPR Authority meeting. Time here is spent with CRPR Director and combined with first and third bullet, approx. one week.
- General CRPR overview including service areas, participant history and demographics, staffing structure, programming, and general day-to-day operations. Attend one CRPR staff meeting. Time here is spent with CRPR Director and combined with previous bullets, approx. one week.
- Targeted experience will include rotations in:
  - Facility maintenance to include daily operations, facility preparations for events or activities, turf/irrigation management, protocols for summer field maintenance to include mowing, aeration, fertilizing, watering, repairs, lining, rotations, and scheduling. Time here is spent with Parks Manager (approx. two-three weeks).
  - Facilities tour to include the two operating regional parks, several larger community parks, the two pools, the Active Adult Center, and Millbrook Marsh Nature Center. Time here is spent with Park Manager (approx. one week).
  - Aquatics Facility experience will include customer service and front-end activities such as registering participants, scheduling pavilion rentals, answering general customer inquiries, providing general information, handling walk-ins and new resident inquiries, selling pool passes, and concessions sales. Additionally, the intern will review several management areas including training, safety management, scheduling, facility maintenance, general operations, customer service, and programs and special events. Time here is spent with Aquatics Supervisor (approx. three weeks).
  - Sports Management experience will include reviewing internal sports programs, third-party user groups and their equivalent scheduling needs, field use and rotations, tournaments, sponsorships, umpires/referee management, and equipment/field maintenance and inspection, and the cooperative relationship between Sports and Maintenance Division. Time here is spent with Sports Supervisor (approx. two weeks).
- Internship Project: Aquatics **Special Event TBD** by intern and Aquatics Supervisor; should take-place in late July or early August before internship is completed. Project should include research and design (including approval process), solicitation of donations if necessary, design and marketing of event through various and traditional methods and through CRPR website, e-newsletter, and social media, event set-up/break-down and day-of responsibilities, and patron evaluation of the event. This project should be an event that runs a minimum of 2 hours and a maximum of 4 hours, and aimed for 75+ participants. The event should be held at one of the pools that most closely addresses the needs of the event. Internship Project can also serve as a fundraiser for CRPR's on-going Capital Campaign. Internship project will be

chosen after initial two-three weeks of introductory time, and time will be provided during each introductory week for internship project focus and work time.

- Ideal for those studying parks and recreation, facility management, turf management, sports marketing, aquatics operations, etc.