



## Internship Information

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The City of Greenville Parks and Recreation Department is providing an opportunity for students of higher education to engage in a hands-on experience. This opportunity will provide the student with a well-rounded experience in dealing with all things related to Parks & Recreation. This guide will outline the information and responsibilities for students who are wishing to be an intern with the City of Greenville Parks & Recreation Department.

### ***City of Greenville Parks & Recreation Department Mission Statement***

Greenville Parks & Recreation Department is dedicated to improving the quality of life for all ages by providing a variety of recreational activities, special events, facilities, and services that collectively enrich the lives of our citizens. Maintaining safe family-oriented parks, athletic facilities, playgrounds, and cemeteries is always a top priority.

### ***Parks & Recreation Field***

The Parks & Recreation field provides a wide range of opportunities anywhere from events to athletics. This industry is not a regular 8-5 job; it demands long hours with an irregular schedule. It is a great field to get into because of the ever changing programs. The primary goal of this industry is to provide the community with activities that reach a wide range of your community's citizens in order to enhance their quality of life. Parks & Recreation Departments usually deal with a restricted budget that comes from the general fund; therefore it is vital that we provide efficient quality programs and facilities.

### ***Internship Objectives***

These are the opportunities that we provide

- To apply academic course work with a hands on experience
- To gain skills in a wide range of parks and recreation settings.
- To provide new and creative ideas.
- To problem solve in a work environment.
- To expose the intern to projects that will provide hands-on practical experience for future job opportunities.

### ***Internship Duties and Responsibilities***

- The intern must be able to work when scheduled.
- To represent yourself and the department in a professional- manner at all times.
- The intern will be responsible for his or her own transportation.
- The intern must complete all their hours to receive academic credit.

- The intern must complete a written mid and post-internship evaluation of their experiences.
- The intern will know and follow the rules and procedures of the Greenville Parks & Recreation Department.
- Have the ability to maintain a good working relationship with co-workers.
- Have the ability to perform physical labor and work in various environmental conditions.

### ***Responsibilities of the Parks and Recreation Supervisor***

- Provide an opportunity for the intern to gain practical experience under professional leadership.
- Provide a well-rounded experience for the intern.
- Assign the intern to specific projects in order to enhance their hands-on experience.
- Encourage the intern into being in leadership roles.
- Provide constructive and complete performance evaluations.
- Educate the intern about the programs and the facilities of the department.

### ***When this internship is available***

The City of Greenville Parks & Recreation Department offers internships yearly. The starting and ending date may be arranged by the intern and the Recreation Supervisor.

### ***Eligibility***

This internship is available to anyone enrolled at an institution of higher education. This includes undergraduate and graduate programs. Intern must have at least a junior standing.

### ***Compensation and Benefits***

- This internship is not a paid internship.
- Workspace and use of a computer.
- Staff shirts will be provided.
- Attaining experience and knowledge of the Parks & Recreation field in order to attain future job opportunities.

### ***Skills and Abilities Possessed***

- Good communication skills (oral, written and electronic).
- Dependability and responsibility.
- Have great enthusiasm with a profound interest in the Parks & Recreation industry.
- Creative.
- Ability to problem solve, especially with conflict.
- High Standards of Excellence.
- Must be able to demonstrate job duties.
- Have a strong work ethic.

### ***Performance and Behavior Standards***

- **Safety First:** Public safety and employee safety is our utmost concern. Interns must comply with all established safety procedures, standards, practices, rules and regulations of the Parks & Recreation Department.
- **Quality Customer Service:** The Parks and Recreation field is a public service which must communicate well with the public in order to meet their needs. Exceptional customer service is paramount for exceeding our public's expectations.
- **Good Communication:** Effective communication skills are essential for achieving our department's goals, as well as personal goals.
- **Respect:** We must be respectful of ourselves, authority and other cultural or individual differences within and outside the workforce.
- **Professionalism:** We must function as professionals in appearance and by ethical standards. We can do this by respecting the supervisory/management team, adhering to the dress code, positive role modeling, striving for efficiency, and being first-rate ambassadors for the City of Greenville.
- **Teamwork:** We must be team players in order to meet our department's goals. We do this by sharing knowledge and information, being honest with one another, and assisting one another in order to get the task completed.
- **Quality:** We must provide quality service and products to our citizens. We do this by learning and growing from experiences, doing appropriate research, creativity and evaluations of our programs.

### ***Application Procedure***

Students that are interested in this opportunity can fill out the application located at our Human Resources Department at 2821 Washington Street, Greenville, TX 75403 or from our city website at [www.ci.greenville.tx.us](http://www.ci.greenville.tx.us). The application must be filled out completely with an attached resume and cover letter. If you have any questions you can contact our Department at (903) 457-2994 or email Director of Parks and Recreation at [bquarles@ci.greenville.tx.us](mailto:bquarles@ci.greenville.tx.us)

