

City of Pensacola,
Florida

Parks and Recreation
Department

Internship Program



Welcome to the City of Pensacola

Population

Approximately 56,255 people live year-round in the Pensacola city limits with approximately 302,939 residing in Escambia County.

Government

Currently the City of Pensacola operates under a council-manager form of government with 10 Council Members elected to two year terms. The City Manager is appointed by the Council, and the Mayor is elected by popular vote. In October of 2010 the City of Pensacola will be moving to a Strong Mayor form of government.

Parks and Recreation Department

The City of Pensacola has a total of 98 parks, open spaces & recreational facilities which are maintained by the Parks & Building Maintenance Divisions, programmed by the Recreation Division, and utilized by Pensacola residents and City Organizations.

Mission Statement

The mission of the Parks and Recreation Department is to improve and promote the quality of life for all citizens and visitors of Pensacola by protecting the heritage of our parks while providing a wide range of recreational, social, and educational opportunities.

Divisions

- Office of the Director
- Recreation (Includes Athletics)
- Parks Maintenance
- Building Maintenance

Employees

- 85 Full Time
- 150 Part Time

Services/Facilities

- 8 Activity Centers
- 2 Seasonal Swimming Pools
- 80 City Buildings w/ 900,000 sq feet of space
- 132 Road Way Medians throughout the City
- 93 Park Sites - 600 Acres of Park/Open Space
- 60+ Playground Structures
- Roger Scott Tennis Center (28 courts)
- Osceola Golf Course (18 hole)
- 21 Sports Fields
- 20 Practice Sports Fields
- 18 Lighted Sports Fields
- 25 Outdoor Basketball Courts
- 200+ Recreation Programs/Activities Annually
- 300+ Yearly Events
- 4 Boat Ramps

Parks & Recreation Services Support the Local Community by:

- Increasing Property Value
- Helping to Attract New Businesses
- Helping to Boost the Local Economy
- Creating Community through People, Parks, & Programs
- Promoting Health & Wellness
- Fostering Community Pride
- Protecting Environmental Resources
- Increasing Cultural Unity
- Creating Lifetime Experiences
- Strengthening Community Image & Sense of Place

Internship Requirements

Getting Started:

Students interested in an internship with the City of Pensacola Parks and Recreation Department should submit:

- Resume
- Cover Letter
- Letter of Recommendation (1)
- Personal Expectations of Your Internship
- University Requirements and Expectations
- College Internship Coordinator's Contact Information

Send To:

Parks and Recreation Department
Attn: Kathy Condon
P.O. Box 12910
Pensacola, FL 32521

Or E-mail To:

kcondon@ci.pensacola.fl.us

Pensacola Parks and Recreation Requirements

- Applicant must be currently enrolled in a four-year college or university as a Junior, Senior, or Graduate level student.
- Must be majoring in Recreation Management, Leisure Studies, Landscape Architecture, Sport Management or a related field.
- Have at least a 2.5 GPA.
- Demonstrate strong verbal and written communication.
- Ability to work independently.

Internship Program

Supervisor

The Intern will be supervised by department Superintendents, Supervisors and other Administrative staff. Final grades and evaluations will be determined through overall consideration.

Length of Internship

The typical internship is a 12 week, 40 hours per week program for a total of 480 hours. Shorter internships will be considered by the department.

Salary

The City of Pensacola will make every effort to pay a small stipend. Budget restraints and other issues will play a part in what is offered, if anything at all. This will be determined in the pre-internship interview.

Transportation

The intern must provide his/her own transportation to and from the worksite.

Housing

The intern will be responsible for his/her own housing arrangements.

Dress Code

The dress code for the City of Pensacola is business casual. Closed toe shoes must be worn at all times.

Potential interns are expected to begin their internship with an understanding of the City of Pensacola Parks and Recreation Department. As a potential intern, you should reference our website at www.playpensacola.com and familiarize yourself with our facilities and programs before you begin your internship with our department. (Hint: The Director of our Department will ask you "Why you chose to do your internship in Pensacola" and you must be able to confidently answer that question.)

The City of Pensacola Parks and Recreation Department internship program is aimed to best prepare you for a career in the field of Parks and Recreation. You will experience each division of the department and work closely with all of our staff. We will do our very best to develop a specific internship program to fit your interests and expectations.

**Department of Parks and Recreation
Director's Expectations of all Department Staff**

1. Communicate, communicate, communicate.
2. Cooperate with and support each other.
3. Follow through on assignments, requests and directives.
4. Commit to each other, the department, the City and your customers.
5. Stay off the rumor freeway, you may end-up going in the wrong direction.
6. Understand your job responsibilities and follow through with them.
7. Get your reports in on time and have them accurate.
8. If you have an issue or concern – speak with the right person about it.
9. Keep your supervisor informed – when in doubt, inform them.
10. With responsibility goes accountability – you will be held accountable.
11. Errors or mistakes made in “EFFORT” usually get a pardon.
12. Know the department policies and procedures and follow them.
13. If you have weak or inexperienced part-time employees, get them trained or get someone else.
14. Participant safety is not someone else's responsibility; it's yours too.
15. Full-time staff will wear the department staff shirt per policy.
16. Part-time staff will wear the department staff shirt at all times.
17. Make suggestions for improvements.
18. Good is not good enough. Always strive for excellence.
19. Above all, be innovative and creative! Take chances! Dare to be great!
Be bold! In your area, in your own way, make a difference! Help make this community better today than it was yesterday!