



October 28, 2008

University of North Carolina – Greensboro
Department of Recreation, Parks and Tourism
420 HHP Building
P.O. Box 26169
Greensboro, NC 27402-6169

Department of Recreation, Parks and Tourism:

Enclosed you will find an informational packet of the Roswell Recreation, Parks, Historic and Cultural Affairs Department's Internship Program. I have looked to several recreation agencies and university recreation programs in organizing our program. I think the program provides a broad municipal recreation experience while also providing specific training in the intern's chosen section of emphasis.

While participating in our internship program the intern will have hands-on experiences with growing levels of responsibility as the internship progresses. The intern will also learn about municipal government and how our Department fits into our City's organization. Interns will have regular duties, a major project and occasional written assignments to round out their internship experience.

Our Internship Program has worked with students from universities across the nation. Students have come from as far north as Ohio State University, as far south as the University of Florida and as far west as Mississippi State University. Students should not be intimidated or discouraged if they are not from the North Metro Atlanta area, we have been very successful in meeting their needs when they come to us to complete their education through an internship.

We are currently seeking students who would like to complete their internship in the summer and fall quarters. Interested students should complete the *Internship Interest Survey* at the back of the informational packet and mail it to me. This survey may be reproduced as needed. I look forward to working with you, your interns and your institution. If there is any addition information required from me at this time please let me know.

Sincerely,

J. Scott Laakso
Internship Coordinator
Roswell Recreation, Parks, Historic &
Cultural Affairs Department
38 Hill Street, Suite 100
Roswell, GA 30075

ROSWELL
GEORGIA
SINCE 1854



Internship Program

2008/2009



City of Roswell

Roswell, yesterday and today

Resource: Comprehensive Plan 2020 DRAFT

Roswell's historical chronology begins around 1830 with founder Roswell King arriving on horseback from Darien, Georgia. February 16, 1854, the Georgia General Assembly incorporated Roswell in the County of Cobb. Roswell was a manufacturing village comprised of a cotton factory and later a woolen mill run with waterpower from Vickery Creek, now known as Big Creek. Homes were large columned structures of the mill owners and smaller homes and even apartments of the mill employees.

Roswell was to be affected by the Civil War early in July, 1864. Brigadier General Kenner Garrard's cavalry corps occupied the town. General Garrard and troops destroyed the factories and mills by fire, at General Sherman's order. General Garrard arrested the owners and employees for treason and sent women and children north. Roswell's prominent families had fled to other parts of Georgia. The Presbyterian Church was used as a hospital. Barrington Hall and Great Oaks were used as headquarters and Holly Hill as a garrison. The occupation of Roswell by thousands of troops is why so much of the original Roswell survived the war.

After the war and the return of Roswell's leaders, the Roswell Manufacturing Company was rebuilt and prospered until 1892 when the major buildings were destroyed by lightning and never rebuilt. The ruins remain to remind us of what the town was like when incorporated in 1854. In the Historic District, many of the old homes remain from the hardworking village supported by an economy based on textiles.

On the basis of per capita income, Roswell's populace is the most affluent of any city of significant size (i.e., over 2,500 population) in the state. Roswell has the most educated populace of any city of significant size in the state. For cities with populations of more than 2,500 persons in 1990, Roswell has the highest percentage of all persons age 25 and over with a college degree or higher, at 45.6%.

The Roswell Recreation, Parks, Historic and Cultural Affairs Department offers traditional recreation programs, such as baseball, softball, basketball, soccer, gymnastics, and tennis. The Department also offers programs and services in the "non-traditional" areas such as visual arts, performing arts, special events, preschool programs and many passive recreation opportunities such as trails, playgrounds, and picnic areas.

Some highlights of the Recreation and Parks offerings are the Roswell River Walk and the Roswell Trail System. The River Walk will connect existing facilities and new park development into one seven mile linear park along the Chattahoochee River. Roswell continues to develop its trail system that connects many parks and attractions within the City.

The Roswell Recreation, Parks, Historic and Cultural Affairs Department received National Accreditation in October 2004, one of only four agencies in Georgia and one of only fifty-nine nationally. Our Recreation and Parks Department has been a leader in our field for many years and has been awarded Recreation and Parks Department of the Year for Georgia seven times by the Georgia Recreation and Park Association, most recently in 2004.

Internship Introduction

The Roswell Recreation, Parks, Historic and Cultural Affairs Department is delighted that you are considering our department for your internship. Our internship program is designed to provide students with an opportunity to use what you have learned in a classroom setting and apply this knowledge in practical situations under the supervision of our dedicated recreation professionals. Our program will give you a broad exposure to a municipal recreation and parks agency while at the same time allow you to explore areas of interest to you in the Recreation Industry. It will be hard work but you'll have the opportunity to experience "recreation" and how rewarding it is as a career.

Roswell Recreation, Parks, Historic and Cultural Affairs Department's Mission Statement

The Roswell Recreation, Parks, Historic and Cultural Affairs Department continues to strive to meet the leisure needs of the citizens of Roswell by providing quality, comprehensive recreational opportunities and quality, comprehensive parks facilities.

Internship Benefits

- Compensation** The Roswell Recreation, Parks, Historic and Cultural Affairs Department offers paid and unpaid internship opportunities. The paid internships have a rate of up to \$10.00 per hour and *most* internship positions are paid for the full forty-hour work week. If we do not have a paid position available but you would still like to conduct your internship with us we can discuss an unpaid position. If you do not have housing, the Roswell Recreation and Parks Department *may* be able to provide housing in a dorm setting, however your hourly wage will be reduced.
- Holidays** City services are closed on major holidays; however, interns may be required to work when special events, tournaments and holiday programming dictate work schedules. Holiday pay and over-time is not available to student interns.
- Transportation** Upon successful completion of a Driving Authorization Background Check, you will be authorized to drive a City vehicle or collect mileage reimbursement for driving required while conducting City business. Interns are responsible for transportation to and from the internship site.
- Professional Site Supervisor** Supervisors will have a four- year degree from an accredited college/university and a minimum of two years supervisory experience or a master's degree from an accredited college/university and a minimum of two years supervisory experience.

Career Assistance Your internship experience will provide the opportunity to work with other local agencies to learn their daily operations and pursue employment opportunities. Our agency will foster an environment conducive to networking with area professionals. You may also seek assistance in developing your resume and cover letter or preparing for upcoming interviews.

Internship Opportunities

As an intern with Roswell Recreation, Parks, Historic and Cultural Affairs Department, you will have an opportunity to choose an internship specialty area. Each division of the Recreation and Parks Department offers a unique experience. You may consider one of the following sections as a specialty area:

Aquatics Section

(Summer only)

(One paid position available)

The Aquatics section operates an "Olympic" size pool complete with diving well, children's wading pool and bath-house. As an intern with the Aquatics Section you will manage all aspects of the pool facility and programs. Your internship may include:

- ↓ Assist and supervise in pool operations and management
- ↓ Schedule staff and special events
- ↓ Staff payroll
- ↓ Act as liaison on behalf of the Department with the swim team booster club
- ↓ Planning, fundraising, coordinating and implementing special events
- ↓ Risk management
- ↓ Facilitating independent contractor agreements
- ↓ Staff training

Summer Camp Section

(Summer Only)

(two paid positions available)

As a member of the Summer Camp Section you will supervise high quality programs and summer camps to youth based on the needs of the community. Your responsibilities will vary depending on your assignment; however, they may include:

- ↓ Supervising part-time camp staff
- ↓ Chaperoning camps and/or group trips
- ↓ Observe and participate in community center operations
- ↓ Special events
- ↓ Summer camp promotion
- ↓ Scheduling
- ↓ Budgeting
- ↓ Fundraising
- ↓ Facilitating independent contractor agreements

Senior Fitness Center Section

(Positions available throughout the year)

(One paid position available)

As a member of the Senior Center/Programming Section you will supervise senior based programs based on the needs of the community. Your responsibilities will vary depending on your assignment; however, they may include:

- ↓ Coordinate educational seminars and workshops
- ↓ Marketing
- ↓ Perform blood pressure checks
- ↓ Assist instructors and volunteers
- ↓ Work with therapeutic recreation program
- ↓ Conduct balance and body composition tests
- ↓ Automatic External Defibrillator training
- ↓ Scheduling
- ↓ Budgeting
- ↓ Preparation of departmental reports
- ↓ Attend regular staff meetings

Agronomy/Turf Section

(Positions available throughout the year)

(One paid position available)

As a member of the Agronomy/Turf Section you will work directly with our Turf Specialist, Landscape Architect and Field Maintenance Crew. Your responsibilities will vary depending on your assignment; however, they may include:

- ↓ Field Maintenance
- ↓ Turf Equipment Operation
- ↓ Turf Equipment Maintenance
- ↓ Fertilizer/Chemical Education
- ↓ Turf Grass Education
- ↓ Landscaping
- ↓ Irrigation Issues
- ↓ Correct plant usage
- ↓ Preparation of departmental reports
- ↓ Purchasing
- ↓ Budgeting

Community Center Section

(Summer Only)

(one paid position available)

As a member of the Community Center Section you will work with high quality programs for youth and/or adults based on the needs of the community. Your responsibilities will vary depending on your assignment; however, they may include:

- ↓ Assist part-time staff
- ↓ Chaperoning camps and/or group trips
- ↓ Observe and participate in community center operations
- ↓ Special events
- ↓ Program promotion
- ↓ Scheduling
- ↓ Budgeting
- ↓ Risk Management
- ↓ Preparation of departmental paperwork and reports
- ↓ Gaining an overall understanding of a Community Center's Operation

Visual Arts Section (Unpaid)

(Positions available throughout the year)

(One unpaid position available)

As a member of the Visual Arts Section you will assist with and provide high quality programs to populations based on the needs of the community. Your responsibilities will vary depending on your assignment; however, they may include:

- ↓ Assist with planning and coordinating gallery functions
- ↓ Teach classes, summer camps & workshops
- ↓ Act as liaison with user groups and the Department
- ↓ Equipment operation, inspection and maintenance
- ↓ Arts administration
- ↓ Budgeting
- ↓ Assist with marketing & public relations
- ↓ Assist and participate with programming needs

Senior Center/Therapeutic/ Programming Section

(Positions available throughout the year)

(One paid position available)

As a member of the Senior Center/Programming Section you will supervise senior based programs based on the needs of the community. Your responsibilities will vary depending on your assignment; however, they may include:

- ↓ Supervise facility
- ↓ Group trips planning and implementation
- ↓ Planning, fundraising, coordinating and implementing special events
- ↓ Assist with new program development
- ↓ Work with therapeutic recreation program
- ↓ Volunteers
- ↓ Automatic External Defibrillator training
- ↓ Scheduling
- ↓ Budgeting
- ↓ Preparation of departmental reports
- ↓ Marketing
- ↓ Attend regular staff meetings

Athletics Section

(Fall Only)

(One paid positions available)

The Athletics Section is responsible for several sports including: softball, soccer, baseball, basketball, football, cheerleading and lacrosse. As an intern with the Athletics Section you may work with some of these but would primarily work with football and may include:

- ↓ Purchasing
- ↓ Preparing news releases
- ↓ Scheduling
- ↓ Budgeting
- ↓ Facility operations and maintenance
- ↓ Trouble shooting issues with coaches, parents, participants and part-time staff
- ↓ Attend regular meetings
- ↓ Prepare departmental reports
- ↓ Inventory
- ↓ Risk management

Regardless of your preference, as a student intern with the Roswell Recreation, Parks, Historic and Cultural Affairs Department, your experience will also include:

City Employee orientation

City Council meeting observation

Recreation Commission meeting observation

Exposure to projects and opportunities that will provide practical experience for future job opportunities

A major project that mutually benefits you and the Roswell Recreation, Parks, Historic and Cultural Affairs Department

Internship Goals

The Roswell Recreation, Parks, Historic and Cultural Affairs Department has designed a student internship program dedicated to providing a comprehensive view of the work performed by recreation and park professionals. This experience will reflect what recreation and park professionals do on the job to ensure that the needs of the community are met through quality programming and services. Our goal is to provide interns with the following opportunities:

- Gain practical experience in recreation and park industry
- Understand the impact of recreation and park services on the community and how a recreation and parks agency operates in a municipal government setting
- Observe and participate in planning, conducting and evaluating programs and services at various levels of supervisory responsibility
- Understand and appreciate duties and responsibilities of personnel in the profession
- Become involved in activities that will develop professional skills and foster professionalism
- Develop a personal philosophy of recreation and parks
- Determine professional strengths and areas in which to grow
- Provide assistance to the Roswell Recreation and Parks Department
- Develop an understanding of organizational and administrative procedure
- Establish a program/section budget and operate within its constraints
- Put a face on the “user” and interact directly with them to meet their needs
- Work on a major project

Internship Qualifications

The following items will make you eligible for consideration to be a student intern candidate with the Roswell Recreation, Parks, Historic and Cultural Affairs Department:

- Sufficient education and field work experience meeting university requirements for an internship experience
- Approval from the appropriate faculty member of your institution
- A faculty representative assigned by your institution who will serve as a liaison between your institution and the Roswell Recreation, Parks, Historic and Cultural Affairs Department
- Complete and submit an application and interview with the Assistant Director, Intern Coordinator and Section Supervisor. The focus of the meeting will be to identify how and if your goals, the institution's goals and the Department's goals can be mutually achieved through your placement with the Roswell Recreation, Parks, Historic and Cultural Affairs Department
- Available to work 40-hours per week. Available to work weekdays, some nights and some weekends as scheduled by your internship supervisor
- Pass all City of Roswell employment requirements which include a criminal background check, physical, a drug screening test and a driver license check
- Agree to abide by all City policies and procedures
- Agree to complete a post evaluation form on your student internship experience and participate in an exit interview with the Roswell Recreation, Parks, Historic and Cultural Affairs Department.

If you are interested in a student internship placement with the Roswell Recreation, Parks, Historic and Cultural Affairs Department, please complete the Internship Interest Survey and return it to the listed address. Your survey will be evaluated to determine if the Roswell Recreation, Parks, Historic and Cultural Affairs Department has an internship position available in your specialty area of interest. Upon receipt of your survey, you will receive either an application packet or a letter expressing our regret within 14-days of inquiry.

On behalf of the Roswell Recreation, Parks, Historic and Cultural Affairs Department, thank you for expressing interest in our Student Internship Program!



Internship Interest Survey

Please complete the following interest survey and submit to the following address for consideration:

Roswell Recreation, Parks, Historic and Cultural Affairs Department
Internship Coordinator
38 Hill Street, Suite 100
Roswell, GA 30075

Name: _____ Date: ____ / ____ / ____
(Last) (First) (Middle)

Name you like to be called: _____

Mailing Address: _____
(Street) (Apt)

(City) (State) (Zip)

Phone: (____) _____ Alternate Phone: (____) _____

Email Address: _____

Internship Start Date: _____ Internship Completion Date: _____

Projected Graduation Date: _____

Name of College/University: _____

Major: _____ Degree Sought: _____

Student Internship Advisor: _____

Student Advisor's
Mailing Address: _____
(Street) (Apt)

(City) (State) (Zip)

Student Advisor's Phone: (____) _____ Student Advisor's
Email Address: _____

