



**Turner Recreation Commission**

# **Internship Manual**

Turner Recreation Commission

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## INTRODUCTION AND TRC OVERVIEW

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Turner Recreation Commission (TRC) is supportive of providing internships to students who are enrolled in a four-year curriculum in Parks, Recreation, Leisure Services, Environmental Programs, Therapeutic Recreation, and related studies. The information contained within this manual provides guidelines on how to apply and what is expected of an Intern. TRC has designed the Internship Program to provide the Intern with the best practicum experience possible and to prepare the Intern for a lifelong career in Parks and Recreation. We strive to make all internships a rewarding experience and firmly believe that the internship is a true partnership. That partnership exists between the Intern and the various supervisors and staff who will assist the Intern in reaching their goals while they "Come Grow With Us!"

We are agency members of the Kansas Recreation and Park Association as well as the National Recreation and Parks Association. There are four divisions: Administration, Recreation, Marketing and Special Events, and Landscape Services.

On June 6, 1963, the Turner Unified School District voted to establish what is now known as the Turner Recreation Commission. A new Kansas law that year made it possible to institute a local recreation commission to handle activities deemed recreational. A tax levy could be authorized by cities or by school districts for this purpose. On November of 2002, the Turner Recreation Commission facility moved from the Junction Elementary building into the original Turner High School building located at 831 S 55<sup>th</sup> Street. On April 16, 2003, the Turner Recreation Commission facility was officially changed in name, to the Arthur C. Waugh Turner Recreation Commission Community Center in appreciation of all the hard work and dedication Mr. Waugh provided for the TRC programs and community. In March of 2006, the Turner Golden Gloves Boxing Program occupied the third-floor level of the center as their "home boxing gym." The wonderful relationship continues today with a variety of uplifting and progressive program accomplishments. In 2008 an extensive remodeling project was completed to the community center including the addition of a Turner Community Public Library made possible through an interlocal agreement between the Turner Recreation Commission, Wyandotte County Library Board, and the Unified School District 500. Numerous upgrades and renovations continually occur to the facility as well as expansion upon program offerings to the community.

Turner Recreation Commission is a flourishing organization that has seen full-time staff members grow in number from two to seven from the year 2007 to the present. An exciting vision and progression towards completing that vision, resides within the TRC board, staff, and community members. With this group of aggressive and goal-oriented board and staff members, TRC believes "the sky is the limit."

A variety of quality, diverse recreational programs are offered year-round, including: youth programs, adult and senior activities, sports, aquatics, boxing, and special events which are conducted at the TRC Art C. Waugh Community Center, Turner Schools, and at various park sites. Four times a year, TRC publishes an activities guide listing classes and programs scheduled for the upcoming season.

TRC utilizes a variety of locations for programming including Riverview, Highland, Steineger, Turner Walking Park, TRC Arthur C. Waugh Community Center, Pierson Park, and the Turner Aquatic Center.

## TRC COMMUNITY PARTNERSHIPS

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TRC works cooperatively with various agencies, departments, and community groups to accomplish our mission. Agencies include: Turner Unified School District, Unified Government of Wyandotte County, Kansas City, KS, Turner Parents as Teachers, Turner Golden Gloves Boxing, Turner Community Library, Social Services, Community Services, Turner Lions Club, and various civic leagues and organizations.

For additional information or to obtain an application, contact the Turner Recreation Commission at (913) 287-2111. You may also obtain an application at [www.turnerrecreation.org](http://www.turnerrecreation.org)

### **Turner Recreation Commission Mission:**

Turner Recreation Commission is to promote the development of a healthy and productive life for the citizens who reside in the TUSD #202 School District through a variety of recreation opportunities.

### **Turner Recreation Commission Vision:**

- Provide a variety of activities for all ages, stages, and abilities.
- Recognize the invaluable contribution of community volunteerism.
- Professionally manage the budget and operate in a cost-efficient manner.
- Increase citizen awareness of the positive benefits of participation in recreation.
- Remain cooperative and open to community input for additional recreation programming.

**OUR GOAL** is to help provide the highest possible quality of life for the citizens of the Turner Community.

**OUR COMMITMENT** is to excellence and continuous improvement.

**OUR VALUES** can be summarized in one word -- **CARES**

Creativity..... Seeking innovative, flexible solutions and continuous improvement

Assistance..... Providing sensitive, responsive service to the community

Results..... Working hard with an action orientation

Efficiency..... Responsibly using TRC resources

Spirit..... Working together as a team in partnership with elected leadership and the Turner Community

## 1 INTERNSHIP GUIDELINES

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TRC offers opportunities to Interns enrolled in a four-year curriculum in Parks, Recreation, Leisure Services, Environmental Programs, and related studies. Interns must have a minimum cumulative Grade Point Average (GPA) of 2.0 and a minimum 2.2 GPA in their field of study or have exceptional field experience in the setting.

## 2 APPLICATION

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All prospective interns must complete the application process, which includes the following:

- Internship Application (obtained from the TRC office or the commission website: [www.turnerrecreation.org](http://www.turnerrecreation.org))
- A current resume
- Official transcript noting Cumulative GPA and Field of Study GPA
- A list of specific goals and objectives
- A list of strengths and growth areas
- A one-page statement of why the Intern is interested in interning with Turner Recreation Commission

**Applications must be received by the following deadline dates:**

- **Winter/Spring: December 1**
- **Summer: May 1**
- **Fall: August 1**

### **Interview**

TRC will confirm the interview with the Intern after receipt of the completed application and required documents. The interview will be conducted with the appropriate TRC staff. The interview will usually take 30 minutes; if on-site interview is not practical, a telephone interview can be arranged. TRC will notify the Intern by phone call and in writing regarding their acceptance into the internship program according to the following deadlines:

- **Winter/Spring: December 15**
- **Summer: May 15**
- **Fall: August 15**

## 3 COMPENSATION

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A stipend is provided to assist the Intern with miscellaneous expenses, and compensation for travel reimbursement during the Intern's duties will be provided. Stipends will vary per hours worked (i.e., \$150.00 for 40 hours worked and \$100.00 for 30 hours worked). Interns are volunteers, not paid staff, should the occasion come up to where the Intern would officiate or instruct a program, TRC would pay them as an employee. It is our philosophy that TRC and the Intern have a partnership. TRC provides the Intern with the required knowledge and experiences to fulfill the internship standards of the school or university and provides valuable learning experiences. The Intern enhances TRC's programs by providing fresh, new ideas, hands-on assistance, and suggestions for improvement.

## **4 CRIMINAL HISTORY CHECK**

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Turner Recreation Commission requires a Criminal History Background Record Check on all Employees, Volunteers, and Interns. A Criminal History Check is completed at the beginning of the internship. There is no cost to the Intern for this procedure. If a concern arises from the record check, the Intern will be notified by TRC and the matter will be discussed to determine whether the Intern may proceed with the internship.

## **5 WORKING HOURS**

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Interns will be expected to work 30-40 hours per week, which may include evenings and/or weekends. The daily work schedule is set by each of the assigned supervisors. Interns will typically be moving around the commission; therefore, the work schedule will vary depending upon the assigned program or site.

## **6 INSURANCE**

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Turner Recreation Commission provides primary liability coverage for Interns in the same manner provided to TRC employees. This coverage applies to civil claims that may be made against an Intern while performing official duties on behalf of TRC and while the Intern is operating under the supervision and direction of a TRC employee. TRC provides primary automobile liability coverage for Interns who are operating TRC owned vehicles for the conduct of official business. Interns must maintain automobile liability insurance on their vehicle when used to perform job duties for TRC of at least \$100,000 single limit or such amount that TRC policies require.

## **7 DRESS CODE**

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TRC has an established Dress Code policy. When working in the office environment or when attending specific meetings, professional attire is important. Due to varying duties, other types of apparel are appropriate. It is important that the Intern communicates with their supervisor prior to an assignment to ensure that attire is appropriate.

## **8 DEPARTMENT ORIENTATION AND TRAINING**

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On the first day of the internship, the Intern will be provided a TRC Orientation session conducted by the TRC staff. This involves an overview of TRC and the organizational structure. The Intern will be provided with a variety of on-going training throughout the internship.

## **9 ASSIGNMENTS**

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Prior to the beginning of each internship assignment, staff members cooperatively produce a schedule of assigned areas/projects for the Intern. Assignments are based on the Intern's strengths, growth areas and interests. Areas assigned may include the following:

- Youth Enrichment Programs
- Adult Classes
- 50+ Program
- Youth and Adult Sports
- Marketing and Sponsorships
- Health and Wellness
- Camp Programs
- Special Events
- After School and Teen Programs
- Athletic Field and Landscape Management
- Business and Office Operations
- Research Projects
- Customer Service

## **10 LONG AND SHORT TERM PROJECTS**

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Interns will typically be required to complete at least one short term and one long term project as a requirement of the school or university. Staff will work cooperatively with the Intern to ensure that the projects suit the needs of TRC, the Intern and the school or university.

## **11 EVALUATION**

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According to each university/school's procedures, the appropriate TRC staff will complete a midterm and final evaluation. The evaluation will include verbal and written feedback from supervisors who have worked with the Intern. It is important that the Intern and the supervisor discuss any questions or concerns consistently during the internship so there are no surprises at the evaluation. Each supervisor is required to complete an evaluation on the Intern and meet with the Intern prior to their departure from their department. Good communication throughout the internship will help the Intern gain as much knowledge and experience as possible in a short timeframe. The Intern will have the opportunity to review and comment upon the written evaluation which is then provided to the university/school. The Intern is expected to evaluate his or her experiences in writing and to discuss them with his or her supervisor. Comments and suggestions for improvements to the internship program are encouraged.



**Turner Recreation Commission**

## **Internship Application**

**Name: (First, Middle, Last)** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Grade Point Average:** \_\_\_\_\_ **Field of Study Grade Point Average:** \_\_\_\_\_

**Name of Attending College:** \_\_\_\_\_

- ☐ **University**
- ☐ **Junior College**
- ☐ **Trade School**

**Major/Studies:** \_\_\_\_\_

**Approximate Internship Start Date:** \_\_\_\_\_

**Assignment Interest:**

- ☐ **Youth Enrichment Programs**
- ☐ **Adult Classes**
- ☐ **50+ Program**
- ☐ **Youth and Adult Sports**
- ☐ **Marketing and Sponsorships**
- ☐ **Health and Wellness**
- ☐ **Camp Programs**
- ☐ **Special Events**
- ☐ **After School and Teen Programs**
- ☐ **Athletic Field and Landscape Management**
- ☐ **Business and Office Operations**
- ☐ **Research Projects**
- ☐ **Customer Service**

**Thank you for your interest in the Turner Recreation Commission Internship Program. A TRC staff member will be in contact with you regarding your application.**