

trp

Internship Application



Therapeutic Recreation Program **TRP**

(719) 385-6958

(719) 385-6964

(719) 385-6855

www.springsgov.com/tr

The Therapeutic Recreation Program (TRP) is part of the
City of Colorado Springs; Parks, Recreation and Cultural Services Department; Recreation Services Division.

THERAPEUTIC RECREATION PROGRAM (TRP) HISTORY

In the early 1960's, the City of Colorado Springs Parks and Recreation Department began assisting with outdoor activities and summer camps for persons with disabilities. In the early 1970's, therapeutic programs began operating at White House Ranch (now Rock Ledge Ranch). In 1979, two full-time employees expanded services for a number of disabilities and ages out of the Otis Park Special Recreation Center. Since that time, the Therapeutic Recreation Program has evolved into a community-based program utilizing all neighborhood community centers, accessing community activities and programs. School districts, group homes, healthcare organizations, and Fort Carson's Warrior Transition Battalion, to name a few, routinely refer their clients with disabilities to the TRP to help meet their recreational and leisure needs. There is a wide range of disabilities served within the program: autism, Down syndrome, cerebral palsy, intellectual/developmental disabilities; and physical and neurological diagnoses of multiple sclerosis, stroke, spinal cord injury, traumatic brain injury, amputation, arthritis, and chronic pain. Ages served range from early intervention programs for 1-2 year olds, to elementary-age and teen day camps, to young adult programs for individuals transitioning from school to the community, to adults and seniors, to injured service members and veterans.

TRP MISSION & CORE AREAS

The Therapeutic Recreation Program Mission is to provide opportunities for children and adults with disabilities to acquire skills which enable them to participate in leisure experiences of their choice and enhance their abilities to function within the community setting. The TRP staff also provides advocacy and support for individuals with disabilities to participate in general recreation activities, as well as specialized therapeutic activities that include opportunities in outdoor adventure, arts & culture, social enrichment, community integration/leisure education, and sports, fitness & aquatics.

Paralympic Sport Club Colorado Springs

The City of Colorado Springs Therapeutic Recreation Program partners with U.S. Paralympics, a division of the U.S. Olympic Committee, to offer the first Paralympic Sport Club in the Pikes Peak Region. The Colorado Springs club was established in 2008. As a Paralympic Sport Club, the TRP provides club sport programs, Paralympic Experience Days, and Sport Day clinics each year. Our vision is to provide sports opportunities that will help increase independence, self-esteem, physical development, and quality of life for adults and children with physical and visual disabilities, and through participation, empower them to reach their full potential.

Specialized TRP Activities fall into the following 5 CORE PROGRAM AREAS

1 Arts and Culture

- Involve participants in skillful crafts and in the visual performing and literary arts.
- Are participatory, providing hands-on opportunities for participants to develop their talents, self-expression, and build self-esteem.
- Teach appreciation of diverse cultures.

Activity examples: Mixed Emotions Dance Troupe, Leisure Lifestyles, Creative Movement

2 Sports, Fitness and Aquatics

- Teach a progression of physical skills and help participants achieve and maintain fitness.
 - Encourage a sense of teamwork and fair play, promote a healthy active lifestyle, and promote self-esteem.
- Activity examples: Aqua Rehab, Yoga, Kickboxing, Paralympic Sport Club Activities, Fort Carson PT program for injured service members*

3 Social Enrichment

- Create opportunities for participants to interact with one another in a positive, constructive environment.
- Provide a meaningful and fun experience.
- Create opportunities for constructive summer day camp experiences.

Activity examples: Youth Summer Day Camps, Out on the Town Dances

4 Community Integration/Leisure Education

- Provide opportunities for participants to develop awareness and skills as they relate to leisure and recreation.
- Maximize participants' skills and enhance their abilities to function within a community setting.

Activity examples: COS Club, Volunteer Activities, Community Trips

5 Outdoor Adventures

- Encourage an awareness, appreciation, knowledge and skill development in various outdoor adventure activities.

Activity examples: Adapted Water Skiing, Rafting, Downhill and Cross Country Skiing, Dog sledding

INTERNSHIP PURPOSE

The purpose of the internship program is to provide the student with an opportunity to gain practical hands-on experience that is closely related to the student's educational knowledge base. The TRP believes in a team philosophy and although the intern will be supervised by a Certified Therapeutic Recreation Specialist with more than 2 years of experience, the student will have the opportunity to work with multiple CTRS's to understand various leadership styles and programs. In exchange, the City will receive valuable work contributions from creative, highly motivated therapeutic recreation pre-professionals.

It is the joint responsibility of the student and the intern supervisor to take the opportunities offered, and to ensure a successful internship experience for both parties. This partnership should not be taken lightly, as it has the potential to influence, either positively or negatively, the student's career choice and/or impact the future direction of the therapeutic recreation field.

INTERN'S GENERAL RESPONSIBILITIES

- Take the appropriate steps to secure your internship and complete the required online Volunteer Application through the City of Colorado Springs.
- Provide your own transportation and housing. *NOTE: In some cases, PR&CS may provide access to the intern house, based on availability.*
- Understand and implement team, division, and department program policies.
- Represent the City in a professional and positive manner. Dress neatly in clean, appropriate attire.
- Perform all work assignments to the best of your ability.
- Plan thoroughly and in advance for all assignments.
- Be punctual and dependable in carrying out responsibilities. Notify your supervisor if you will be absent.
- Attend required meetings (Internal/External).
- Be willing to work and accept work experiences that are assigned to you. You will be expected to fulfill your obligation, which may include evenings and weekends.
- Establish a working relationship with your supervisor that allows you to discuss problems, conflicts, procedures, etc. Don't wait until an evaluation to discuss issues, seek help whenever the need arises. Interns are encouraged to ask questions and make the most of their internship experience.
- Become familiar with public relations and budget procedures.
- Provide support to the programs by observing, assisting, leading, planning and implementing programs.
- Prepare and participate in a weekly meeting with your supervisor to assess the progress of the internship.
- Develop an awareness of program needs and concerns of the participants.
- Assist with inclusion efforts at sites; recognizing and assisting with individual needs of participants with disabilities.
- Evaluate program and participant progress.
- Complete reports and statistics in a timely manner.
- Work with and supervise volunteers.

INTERNSHIP QUALIFICATIONS

- Minimum G.P.A. of 2.8 in Therapeutic Recreation.
- Ability to follow oral, written and demonstrated instructions.
- Ability to deal with public and participants, including requests, conflicts and complaints, in a professional manner.
- Ability to instruct or lead individuals/groups and adapt to new situations calmly and effectively.
- Basic clerical skills such as word processing, use of fax, copier, and telephone.
- Knowledge of basic fundamentals and techniques of gross motor activities, fitness, cultural/social activities and/or arts and crafts sufficient to be able to interpret rules and regulations and develop the participant's performance skills.
- Ability to work and communicate in a team-oriented environment.
- Ability to assist in the operation and control of organized recreation activities.
- Ability to establish and maintain effective working relationships with other employees, participants and the public.
- Ability to take the initiative in asking questions, performing tasks, and in leading and supervising participants, as appropriate.



INTERNSHIP REQUIREMENTS

Completion of your college/university's requirements as well as the following:

Orientation

- Learn department, division and program policies and procedures.

Site Observation

- Since our centers and programs serve a diverse population in terms of age, race and socio-economic status, we believe the experience will broaden the intern's exposure. A one page observation report, including accessibility issues, will be required following the visit.

Article Review

- Review an article that pertains to TR (e.g., from NRPA or disability-specific publications), and report on the significance of the topic. Recommend possible improvements to the program in relation to the topic.

Instruction

- You will teach at least two different courses for the duration of the internship. Topics to be determined by your skills and areas of interest.

Assessment, documentation and IPP's (Individual Participant Plan)

- Perform an assessment on class participants at the beginning of the session and complete evaluations throughout the session period.

Special Project

- The intern and program supervisor will determine the type and scope of the project.
- The intern will be responsible for planning, organizing, promoting, implementing, purchasing of supplies, set-up, clean-up and evaluation of this project.

HOW TO APPLY FOR AN INTERNSHIP WITH THE CITY OF COLORADO SPRINGS

1. Complete and submit the internship application.
2. Attach a current resume related to the position for which you are applying.
3. Include up-to-date college transcripts (*copies are acceptable*).
4. Include two letters of reference/recommendation.
5. Length of the internship will be 15 weeks, 40 hours/week for a total of 600 hours.
6. Deadlines for submitting applications will be as follows. The intern supervisor has the authority to adjust the dates, if necessary.

March 15	Summer Internship (May/June-August/September)
June 15	Fall Internship (September-December)
October 15	Winter/Spring Internship (January-May)
7. Whenever possible, applicants will receive an in-person interview; however, if location or other circumstances prohibit an in-person interview, a phone interview will be conducted.

You will be notified once you have been accepted for a position as an intern with the City.

A legal agreement between your college/university and the City of Colorado Springs must be in place before you begin your internship. Please discuss this with your college advisor or department head.

Complete the required online Volunteer Application through the City of Colorado Springs prior to internship start date.

Your internship supervisor will be a full-time CTRS who has met all NCTRC & NRPA site supervisor standards.

Probationary Period: You will be on probation during the first two weeks of the internship. Recreation Services (TRP) reserves the right to dismiss any intern, within the probationary period, who is not adequately prepared or is unwilling to perform the functions/tasks expected and required of an intern for the City of Colorado Springs.

ALL INFORMATION SHOULD BE SENT TO

Diane K. Ridderhoff, CTRS
Therapeutic Recreation Program
1315 East Pikes Peak Avenue
Colorado Springs, CO 80909
Phone: (719) 385-6958
Fax: (719) 385-6013
E-mail: dridderhoff@springsgov.com



CITY OF COLORADO SPRINGS
PARKS, RECREATION AND CULTURAL SERVICES
THERAPEUTIC RECREATION PROGRAM INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name: _____ Date of Birth: _____

Current Address: _____

City: _____ State and Zip: _____

School Phone: (area code) _____ E-Mail Address: _____

Permanent Address: _____

City: _____ State and Zip: _____

Home Phone: (area code) _____ Cell Phone: (area code) _____

Emergency Contact Name: _____ Phone: (area code) _____

Relationship to Intern: _____

Medical Insurance Carrier: _____ Policy Number: _____

List any major medical conditions & \ allergies: _____

SCHOOL INFORMATION

College or University: _____

College or University Address: _____

City: _____ State and Zip: _____

Advisor Name: _____ Advisor Phone: (area code) _____

College Major: _____ Area of Emphasis: _____

When do you expect to graduate? _____ College/University Advisor's email address: _____

ORGANIZATIONS AND CERTIFICATIONS

Do you belong to any professional organizations? _____ If so, list: _____

Are you certified in...

<input type="checkbox"/> First Aid	Expiration Date: _____
<input type="checkbox"/> CPR	Expiration Date: _____
<input type="checkbox"/> Other (list) _____	Expiration Date: _____
<input type="checkbox"/> Other (list) _____	Expiration Date: _____

INTERNSHIP INFORMATION

Requested Internship Dates: _____

Will you have access to a vehicle during your internship? Yes No

List any specific college/university requirements needed for successful internship completion, e.g., special project completion, class instruction, journal article submission,.... (If necessary, attach additional pages.)

Are there any personal considerations that may affect your internship placement?

SPECIAL NOTES:

- The City of Colorado Springs Therapeutic Recreation internship program does not guarantee intern housing. *NOTE: In some cases, accommodations may be available through the Parks, Recreation and Cultural Services Department.*
- The City of Colorado Springs Therapeutic Recreation Program does not provide a paid internship program. Work opportunities within the Parks, Recreation & Cultural Services Department may be available outside of internship hours.
- An in-person or phone interview will be conducted with all applicants prior to placement.

PERSONAL GROWTH (Attach responses to application.)

1. List your short term goals.
2. List your long term goals.
3. What can you offer the City of Colorado Springs Therapeutic Recreation program as an intern?
4. Describe your special abilities in the areas of recreation and leisure? (i.e., aquatics, health/fitness, outdoor adventure, performing arts, fine arts, sports, ...)
5. Regarding your internship, what type of experience are you seeking in each of the following areas? Please explain.
 - Area of focus (population, age, ...)
 - Type of special/final projects
 - Administrative experience
 - Interpersonal skill building
 - Leading and implementing programs/activities
 - Supervisory experience
 - Other knowledge you may need or would like to have
6. Please write a brief paragraph explaining your background, experience and motivation for choosing Therapeutic Recreation as your field of study. Also include why you chose Colorado Springs as a possible site.

REFERENCES

Please list the names, titles, addresses and phone numbers of three references for whom you have worked in a recreation setting (including volunteer work):

Name: _____	Title: _____
Address: _____	State and Zip: _____
Phone: (area code) _____	E-Mail Address: _____
Name: _____	Title: _____
Address: _____	State and Zip: _____
Phone: (area code) _____	E-Mail Address: _____
Name: _____	Title: _____
Address: _____	State and Zip: _____
Phone: (area code) _____	E-Mail Address: _____

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION