



Transforming lives through outdoor recreation



THERAPEUTIC RECREATION INTERNSHIP GUIDE

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O U R M I S S I O N

To improve the quality of life for children and adults with disabilities by providing opportunities to participate in year round outdoor recreational activities through education and training.

ABOUT OUTDOORS FOR ALL

Outdoors for all Foundation is a national leader and one of the largest nonprofit organizations providing year round instruction in outdoor recreation for children and adults with physical, developmental and sensory disabilities. Outdoors for All is a customer driven organization where each year more than 2,000 children and adults with disabilities exercise their abilities thanks to the training and support of more than 600 volunteers.



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HISTORY

Outdoors for All (known until 2006 as "Ski for All") began in 1978 when 15 Seattle area children with disabilities wanted to learn to ski. Thanks to the support of Snoqualmie Summit they were able to do so. One year later, a 501 (c) (3) nonprofit organization was incorporated: the Ski for All Foundation. In 1979, thirty-five downhill skiing participants learned to ski at Snoqualmie Summit.

Over the years, especially through the 1990s, programming expanded to include off-snow, year-round activities. Day camps for children with disabilities as well as customized group event opportunities were added. Today, programming includes: snowboarding, snowshoeing, cross country skiing downhill skiing, cycling, hiking, river rafting, canoeing & kayaking, water skiing, rock climbing & camping.

In 2006, the Board of Directors, with input from the community, voted to change the organization's name to the Outdoors for All Foundation, to reflect the year-round nature of its mission and programming. The majority of Outdoors for All programming and training occurs in the Greater Puget Sound Area, but does extend across Washington state and occasionally into Oregon, California and Nevada.

Outdoors for All does not discriminate on the basis of race, color, sexual orientation, disability, or national and ethnic origin in its admission policies or its financial aid programs.

OFF-SNOW PROGRAMS



ADAPTIVE CYCLING

Outdoors for All has the largest known fleet of adaptive cycles in the United States - more than 80 unique cycles make up our fleet. Cycle rides vary in distance and duration and can be tailored to individuals depending on their interest, strength and endurance. Rides are held at various locations throughout Western Washington.

PADDLING

Canoeing and kayaking are great ways to exercise while enjoying the quiet, beautiful lakes and sloughs of the area. As with other water activities Outdoors for All offers, individuals must wear a life jacket and be able to independently turn from face down to face up in the water.

HIKING

Outdoors for All offers hikes of varying difficulties, many of them having options for beginning, intermediate and advanced hikers. Outdoors for All includes wheelchair accessible hikes in our programming.

ROCK CLIMBING

This program is generally offered as a multi-week series to offer ample opportunity for lessons, practice and climb time. We use trained professionals, volunteers and standard safety gear to make this a safe and fun experience.

WATER-SKI SPORTS

With Outdoors for All's Water-ski Sports program, participants can sign up for an individual session and spend the afternoon wakeboarding, jet skiing, tubing or skiing across Issaquah's Lake Sammamish. We also offer weekend overnight trips to Banks Lake in Eastern Washington.

POINTS OF INTEREST TO THE INTERN:

Hands on experience, helping people with various disabilities access the outdoors

Exposure to a variety of outdoor recreation activities and adaptive equipment

Lots of opportunities for fun

CAMPING

Camping is a good option for those who are independent in their personal needs. Previous participation in an Outdoors for All program activity required.

RAFTING

Adaptive seating arrangements are made to accommodate individuals with physical disabilities or balance concerns. Rafts are guided by trained rafting professionals while volunteers and staff accompany participants on the rafts. As with other water activities Outdoors for All offers, individuals must wear a life jacket and be able to independently turn from face down to face up in the water.

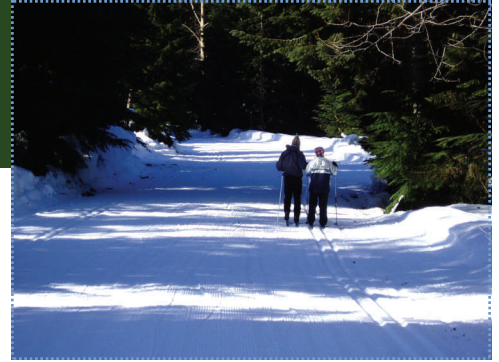
DAY CAMPS

Children with and without disabilities can take part in inclusive recreation day camps during summer, winter and mid-winter breaks. Camps base from various locations throughout the Puget Sound. Activities in camp can include cycling, hiking, rock climbing, canoeing, boat rides, trips to the beach, zoo, parks and other recreational fun.

CUSTOM EVENTS

Each year Outdoors for All partners with a variety of community organizations, parks and recreation departments, hospitals and schools to bring the fun of outdoor recreation directly to them.

ON-SNOW PROGRAMS



NORDIC - CROSS COUNTRY SKIING AND SNOWSHOEING

Smooth aerobic movements and mountain fresh air, provide a sense of freedom and exhilaration. Lessons are held at The Summit at Snoqualmie and Stevens Pass. Classical Track beginner and intermediate skiers may use standard skis, boots and poles, or benefit from adaptive equipment such as a four-track walker (named after the number of tracks left in the snow). Adaptive skiing equipment can accommodate participants who have balance difficulties, developmental disabilities and hearing and visual impairments. Snowshoeing allows for an opportunity to experience the mountains at a slower pace, like a winter hike in the woods.

Participants looking for a little more adventure can join our ski touring program where they can ski or snowshoe on a different trail each week using the SnoPark ski trail system in the Mt. Baker - Snoqualmie National Forest.

“Our goal with internships is to provide value for everyone involved. We want the **intern** to gain a great deal from their time with us, we want the **educational institution** to receive a high quality addition to their student’s education, we look for our **staff** and **volunteers** to profit from mentorship and work with the student intern, and, certainly, we want the **participants with disabilities** to receive value from the effort, too.”

Ed Bronsdon
SKIFORALL Executive Director

ALPINE-DOWNHILL SKIING AND SNOWBOARDING

These programs provide the freedom and control of gliding down the slopes. Programs are designed to meet the interest of all ability levels, beginner to advanced. Lessons are held at The Summit at Snoqualmie, Stevens Pass and Crystal Mountain.

STANDUP SKIING

Standing skiers may use two (standard skis, boots and poles), three, or four-track skiing techniques. These techniques often use outriggers’ for balance and are named after the number of tracks left in the snow. These skiing methods can accommodate participants who have balance impairments, amputations, hearing and visual impairments, and developmental disabilities.

SIT, BI, MONO SKI

Individuals who use wheelchairs, including those with paraplegia and quadriplegia, bilateral lower extremity amputations, significant balance issues, or developmental disabilities, ski using sit, bi and mono ski equipment.

SNOWBOARDING

Snowboarding is a great option for people who are more ambulatory including those with developmental or visual disabilities, or head injuries.



Outdoors for All Foundation 2006-2007 Organizational Chart v. 2.0

Mission: To improve the quality of life for people with disabilities by providing opportunities to participate in year round outdoor recreational activities through education and training

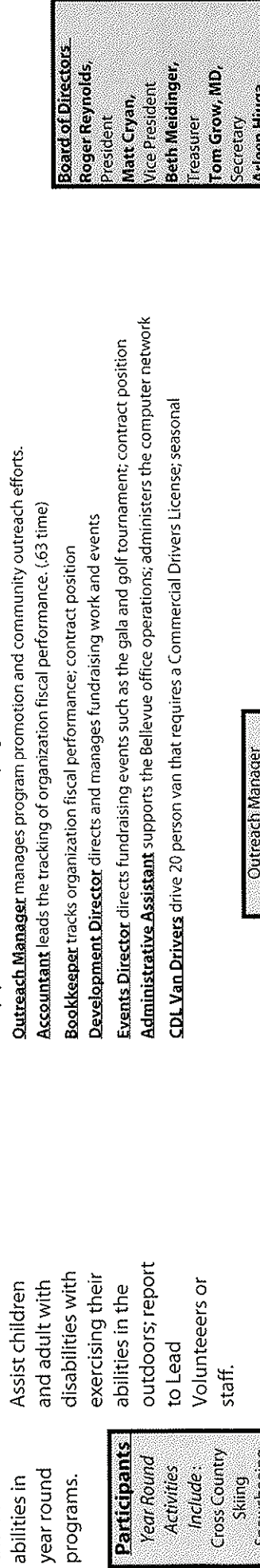
Priorities: Safety First, Fun Second, Learning Third

Participants
 2,000 children and adults with disabilities exercise their abilities in year round programs.

Volunteers.
Program Direct Service Staff.
CDL Van Drivers and Interns
 Assist children and adult with disabilities with exercising their abilities in the outdoors; report to Lead Volunteers or staff.

Lead Volunteers
 Manage the efforts of more than 600 other volunteers; report to staff

Staff
Executive Director is the Chief Executive Officer of the Foundation.
Associate Executive Director acts as executive in the absence of the E.D.; directs capacity building; 5 time
Senior Program Director manages Program Directors and overall programs
Program Directors/Managers manage Lead Volunteers, Volunteers & Direct Service Staff to run programs
Training Director/Equipment & Facilities manages instructor training year round; also responsible for management of equipment and facilities and some programs.
Outreach Manager manages program promotion and community outreach efforts.
Accountant leads the tracking of organization fiscal performance. (.63 time)
Bookkeeper tracks organization fiscal performance; contract position
Development Director directs and manages fundraising work and events
Events Director directs fundraising events such as the gala and golf tournament; contract position
Administrative Assistant supports the Bellevue office operations; administers the computer network
CDL Van Drivers drive 20 person van that requires a Commercial Drivers License; seasonal



Participants
 Year Round Activities Include:
 Cross Country Skiing
 Snowshoeing
 Snowboarding
 Downhill Skiing
 Hiking
 Camping
 Day Camps
 Paddling
 River Rafting
 Water Skiing
 Rock Climbing
 In-line Skating
 Cycling
 Excursions
 Custom Events

Volunteers.
Program Direct Service Staff.
CDL Van Drivers and Interns
 More than 600 year round volunteers involved in programs; office work and fundraising

Board of Directors
 Roger Reynolds, President
 Matt Cryan, Vice President
 Beth Meidinger, Treasurer
 Tom Grow, MD, Secretary
 Arleen Hiuga, Imm. Past President
 Alex Bogaard
 Sandee Brock
 RB Brown
 Paula Dalrymple
 Nelson Jay
 Nicole MacInnes
 Stone Parker
 Stewart Sawyer, III
 Kathy Scarcliff

Committees: Made up of Board Members, Volunteers, Staff, Participants, Donors, and other Stakeholders;
 Committees include:
 Executive Finance
 Resource Development Program
 Board Operations
 Long Range Planning
 Human Resources
 Marketing
 Technology

INTERNSHIP STRUCTURE

Application of classroom learning in a professional setting is a vital aspect of preparing for a career in the field of therapeutic recreation. Outdoors for All is committed to providing students with non-clinical, practical learning experiences under the direction of a Certified Therapeutic Recreation Specialist (CTRS).



INTERNSHIP GOALS

To provide each intern with:

Hands on training and experience in several adaptive recreation activities, including the use and care of adaptive equipment, adaptive teaching techniques and exposure to a wide range of disabilities.

Professional opportunities to observe and participate in all aspects of therapeutic recreation programming, including but not limited to: assessment, planning, implementation, evaluation, documentation, and therapeutic relationships.

Professional opportunities to observe and participate in all aspects of therapeutic recreation program administration, including but not limited to: program development, marketing, public relations, outreach, volunteer coordination, fundraising, grant writing, statistics tracking, registration, special events and facility maintenance.

Opportunities to participate in site visits with area clinical therapeutic recreation programs, i.e. Children's Hospital, Seattle VA Hospital, Harborview Hospital, etc.

Experiences that prepare the intern for the National Council for Therapeutic Recreation Certification (NCTRC) exam.

A stipend of \$350/month (for 12 week internship). *subject to budget confirmation; please consult the Internship Supervisor.

Lots of opportunities for fun!

INTERN QUALIFICATIONS

Affiliation with a college or university. Interns will be accepted without affiliation by special arrangements.

Majoring in Therapeutic Recreation or related field.

Completion of a minimum of junior year of college.

Ability to instruct or lead individuals or groups in outdoor recreation activities.

Good physical condition.

Knowledge and experience in one or more of the following: cycling, hiking, camping, rock climbing, water-skiing, rafting and paddling (summer only); downhill skiing, snowboarding, cross country skiing or snowshoeing (winter only).

Current First Aid and CPR certification (or willingness to obtain within first 2 weeks of internship).



INTERN JOB DESCRIPTION

The intern's role in this organization is to assist in all aspects of programs and administration. He/she will be supervised by a CTRS, while performing various job tasks as outlined by the NCTRC. Based on experience, the intern may also serve in a leadership role, as an activity/ program leader. The intern will also provide information on current trends in therapeutic recreation services, through projects, presentations and staff in-services. Interns are not covered under Worker's Compensation Insurance for accidents or injuries. Interns are strongly encouraged to carry their own personal medical insurance. Interns are insured through Outdoors for All liability insurance for actions within the scope of their intern duties.

INTERNSHIP STRUCTURE – CONTINUED



INTERN RESPONSIBILITIES

Pre-internship

- Respond to internship offer with acceptance letter acknowledging: beginning and ending dates.
- A statement of expectations (goals, what you're specifically looking forward to, etc).
- Arrange for housing and transportation (you are responsible for finding your own).
- Make sure that First Aid and CPR are current.

During internship

- Attend appropriate training sessions and clinics for specific programs.
- Participate in all facets of agency operation as directed by intern supervisor.
- Maintain records pertinent to the internship including: orientation materials, log of hours, evaluations, assignments and projects.
- Complete assignments as given by intern supervisor.
- Attend weekly intern and bi-weekly staff meetings.
- Plan and present at least one disability lesson during selected staff meetings.
- Complete a significant project (chosen or assigned) and conduct a 15 minute in-service presentation (to Outdoors for All staff and board of directors) on the design, process and outcome of the project
- Participate in program and internship evaluations.

INTERNSHIP TIMELINE

A minimum of 12 weeks is required in which the intern works 40 hours a week averaging 4 or 5 days. A typical day will start at approximately 9:00am and end at approximately 5:00pm; times and days are subject to change, based on program needs. Weekends are often included in scheduling. Outdoors for All staff meetings are typically held twice a month on every other Thursday. Vacation periods during internships are not permitted. The intern is expected to complete the internship according to predetermined starting and ending dates. Emergencies are given special consideration.

This timeline is tentative depending upon the season and the current program needs. It is a guide for the intern to use while planning individual goals.

Week 1: Welcome and orientation. General training clinics begin in all program areas. Meet individually with intern supervisor to discuss internship goals and schedule.

Week 2: Continue training clinics. Begin program planning and preparation. Assist in equipment preparation and maintenance. Intern meetings begin.

Week 3-6: Program assignments are finalized. Shadow staff and assist in program implementation. Continue program specific training as needed. Begin weekly clinics on the application of the TR process in SKIFORALL programs. Begin prep course for the NCTRC exam.

Week 7: Mid-term evaluations.

Week 8-11: Transition into more program leadership roles, if appropriate. Continue working weekly intern meetings and NCTRC prep course. Prepare projects and presentations.

Week 12: Final projects and presentations due. Final evaluations.

PREPARATION FOR THE NCTRC CERTIFICATION EXAM

Each intern will be given the opportunity to gain experience in the job tasks and knowledge areas of a Therapeutic Recreation Specialist, as outlined by the NCTRC. This will be accomplished through hands-on experience in all aspects of program operations, as well as specific assignments as directed by the intern supervisor. The intern will perform the following tasks (Note: some wording has been slightly modified to suit our therapeutic process).

AGENCY AND TR SERVICE PLAN

- Identify and analyze agency mission.
- Identify and analyze the population (s) served.
- Identify and analyze agency standards.
- Identify and analyze resources for services.
- Develop specific programs.
- Identify and analyze funding resources.



ASSESSMENT FOR TR INTERVENTION

- Obtain and review pertinent background information about the participant, as available from records, staff, and from relevant others.
- Interview the participant and relevant others to assess physical, social, emotional, cognitive leisure, and lifestyle needs and functioning.
- Observe behavior of the participant to assess physical, social, emotional, cognitive, leisure, and lifestyle needs and functioning.
- Record pertinent personal information and observations.
- Analyze and interpret results from assessment procedures, for use in program planning.

INDIVIDUALIZED INTERVENTION PLANNING

- Discuss the results of assessment and involve the participant and relevant others in the design of the individualized program plan.
- Develop and document individualized program goals.



IMPLEMENTATION OF TR SERVICES

- Implement individualized program plan.
- Establish and maintain therapeutic relationship with the participant.
- Create and maintain a safe and therapeutic environment.
- Collect and document significant information regarding the implementation process.
- Act as an educator, therapist, leader, facilitator, and resource in the delivery of TR services.

PREPARATION FOR THE NCTRC CERTIFICATION EXAM

EVALUATION OF INDIVIDUALIZED INTERVENTION PLANNING

Monitor and record functioning and progress of the participant.

Revise individualized program plan as necessary, with input from the participant and relevant others.

DOCUMENTATION

Complete assessment form, waiver, and record goals within the first day.

Complete weekly progress reports (as appropriate).

Document unusual occurrences, accidents, and incidents relating to risk management.

Assist the participant in completing a final evaluation of program services.

TREATMENT/SERVICE TEAMS

Provide information to family members and relevant others regarding the assessment, planning, implementation, and evaluation of the participant and their program plan.

Provide information to family members and relevant others regarding the range of available TR services and related resources in the area.

ORGANIZING AND MANAGING SERVICES

Comply with governmental, accreditation, professional, and agency standards and regulations.

Respond to concerns of the participant, relevant others, staff and community.

Participate on committees (as appropriate).

Maintain equipment and supply inventory.

Participate in the research process.



OUTREACH, ADVOCACY AND PUBLIC RELATIONS

Provide support and education to the participant and relevant others.

Promote the agency, TR services, and the profession through marketing and public relations activities.

Advocate for rights to full participation in recreation and leisure.

PROFESSIONAL DEVELOPMENT

Maintain and expand professional competence and credentials.

Participate in the planning and implementation of agency/TR service in-service training and staff development programs.

Maintain knowledge of current TR trends, techniques, methods, issues, and professional and legal standards.

THINGS TO KNOW

HOUSING & TRANSPORTATION

It is your responsibility to find housing for your internship stay. You will also need to arrange for your own transportation to and from the Outdoors for All Office. The use of Outdoors for All vans to and from activities is permitted, depending on your insurability. Please read the Outdoors for All Personnel Policies Handbook for more details.



FIRST DAY

On the first day of your internship you will report to the Outdoors for All Office at 9:00am. Your first day will include an orientation and an introduction to staff. Outdoors for All's policies and procedures will be discussed briefly, as well as an overview of the internship. You will also be filling out several forms and waivers, so please bring important documents, such as driver's license, social security card, etc. The first day may also include a fun activity, so please wear comfortable clothes and be prepared to go outside. Please bring a lunch.

DIRECTIONS TO THE OUTDOORS FOR ALL BELLEVUE OFFICE

Outdoors for All: 1621 114th Ave SE Ste. #132 - Arbor Building Bellevue, WA 98004

Via I-90 and Bellevue Way SE

Take the Bellevue Way exit off of I-90. Go North on Bellevue Way SE until you reach the second stop light at a fork in the road (about 1.5 miles). Bear right onto 112th Ave SE. Drive 4/10ths of a mile until you reach the Bellefield Office Park sign. Turn right into the office park. Drive until first stop sign. Turn right. Drive 1/10th of a mile and turn right again at the sign listing 1621 Arbor Building.

Via SR 520 and 405

Take the I-405 exit Southbound off of SR 520: follow the I-405 directions listed below.

Via-405 and SE 8th

Take the SE 8th exit (#12) off of I-405. Go West on SE 8th, through the traffic light next to the Metro Park & Ride, until you come to another traffic light and the entrance to the Bellefield Office Park sign (3/10th mile). Turn left into the office park and cross over a bridge over the Mercer Slough. Continue driving 3/10ths of a mile until you come to a stop sign at a "V" junction in the road. Turn left. Drive 1/10th mile further until you see a sign on the right directing you to turn right for 1621 Arbor Building.

Busing to the Outdoors for All Bellevue Office

Take any bus to Metro's Bellevue Transit Center. Take bus #340, Southbound. Get off at 112th Ave SE and Bellefield Office Park sign. Cross the street. Walk until first stop sign. Turn right. Walk a short distance, 1/10th mile, until you see a sign on the right directing you to turn right for the 1621 Arbor Building. The Arbor Building will be the second building on the right side. Distance from the Bus Stop 3/10th of a mile.

THINGS TO KNOW—CONTINUED

WHAT TO BRING

Outdoors for All Interns participate directly in all program areas and need to be prepared with appropriate and functional equipment and attire. Please refer to the following list for suggested items to bring to Outdoors for All programs:

ALL ACTIVITIES

Primary clothes (weather can change quickly in the outdoors, so be prepared. Dress in layers to help adjust your temperature, and wear synthetic fabrics which insulate better than cotton when wet), sunglasses, sunscreen, insect repellent, lip balm, water, day pack, rain gear, hat, comfortable shoes appropriate for specific activity, food for meals and snacks.

Cycling

Helmet, own cycle, gloves (if preferred), closed toed shoes.

Rafting, Paddling & Water-ski sports

One-piece swim suit, nylon shorts, extra clothes, towel, dry bag to keep belongings in.

Camping

Sleeping bag and pillow, personal toiletries, flashlight, extra clothes.

Hiking

Sturdy hiking boots, extra shoes and socks.

Rock Climbing

Climbing shoes, own harness (if preferred).

Skiing, snowboarding & snowshoeing

Own gear, extra clothing.

POLICIES AND PROCEDURES

You will receive an Outdoors for All Personnel Policies Handbook on your first day.



HOW TO APPLY FOR AN INTERNSHIP

To apply for an internship, please send a resume and cover letter to the Outdoors for All office attention: Ms. Rande Young, CTRS, Program Director/Intern Supervisor. Application deadlines: Summer - April 15; Winter, September 15. Final decisions will be made by April 30th (for Summer internships) and September 30th (for Winter internships).

After your resume is received, the Intern Supervisor will contact you to schedule a phone interview. This will be an opportunity for you to ask any additional questions you may have about the internship, as well as discuss your interests. If you have any questions about the internship, do not hesitate to contact the Intern Supervisor.

OUTDOORS FOR ALL INTERNSHIP APPLICATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

College or University _____

Major _____



Desired length of internship _____

Season: _____ Winter _____ Summer _____ Dates _____

Hours required _____ Advisor's Name _____

Advisor's email address and phone _____

Education and experience related to working with people with disabilities:

Briefly explain your desire to do an internship with Outdoors for All:

Please attach a resume and at least two references with a phone number and email address.

APPLICATION DEADLINES:

Summer—April 15; Winter—September 15. Final decisions will be made by April 30 (for Summer internships) and September 30th (for Winter internships).

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