

Outdoors for All Foundation Therapeutic Recreation Internship Manual



Outdoors for All Foundation
Therapeutic Recreation Internship
Manual

Table of Contents	Page Number
• Mission	3
• Vision	3
• Core Values	3
• History	3
• TR Internship Description	4
• Qualifications	4
• Responsibilities and Internship Tasks	4
• Expectations	5
• Assignments and Projects	5
• Gear and Packing List	6
• Dress Code	6
• Frequently Asked Questions	7 and 8

Outdoors for All Foundation
Therapeutic Recreation Internship
Manual

Mission: To enrich the quality of life for children and adults with disability through outdoor recreation.

Vision: People of all abilities will have access to outdoor recreation whenever and wherever they choose

Core Values: The following core values identify the baseline attitudes and beliefs that define the Outdoors for All culture - I. C. A. R. E.

- **Integrity** is our backbone, supporting the organization with the highest moral and ethical standards in all endeavors.
- **Community** is our lifeblood, fostering reciprocal relationships among participants, volunteers, staff, partner organizations and supporters.
- **Accountability** is our conscience, honoring a commitment to quality and sustainable services for our stakeholders.
- **Respect** is our soul, caring for the abilities and contributions of all and mindful of the world in which we work and play.
- **Enrichment** is our heart, promoting opportunity, learning, growth and enjoyment.

History:

The Outdoors for All Foundation began in 1978 with fifteen children with disabilities learning to downhill ski at The Summit at Snoqualmie. After a successful first season, the program was incorporated as a 501(c) 3 nonprofit organization in 1979 and originally called the Ski for All Foundation.

Because of its history, Outdoors for All may best be known for winter season instruction in sports like snowboarding, snowshoeing, cross country and downhill skiing. Besides these snow-based activities, Outdoors for All also provides instruction and outdoor activities including cycling, hiking, kayaking, day camps, water skiing, rock-climbing, camping and custom events.

Outdoors for All is a customer driven organization in which each year more than 2,400 children and adults with disabilities exercise their abilities thanks to the training and support of more than 700 volunteers.

TR Internship Description:

The Therapeutic Recreation 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 National Council for Therapeutic Recreation Certification (NCTRC). Based on experience, the intern may also serve in a leadership role, as an activity/ program coordinator. The intern will also provide information on current trends in therapeutic recreation services, through projects, presentations, and staff in-services. Outdoors for All adheres to NCTRC Standards and Procedures so the intern will be professionally eligible for certification.

Qualifications:

- Affiliation with a college or university.
- Intern applicants must be attaining a degree in Therapeutic Recreation as seen eligible by NCTRC.
- Completion of a minimum of junior year of college.
- Ability to instruct or lead individuals or groups in outdoor recreation activities in a variety of terrains, weather, and situations.
- Knowledge and experience in one or more of the following: cycling, hiking, camping, rock climbing, water-skiing, rafting and paddling (summer); downhill skiing, snowboarding, cross country skiing or snowshoeing (winter).
- Good physical condition; able to lift minimum of 50lbs.
- Knowledge and experience working with folks of all abilities and age groups.
- In-depth disability awareness preferred.
- Current First Aid and CPR certification (or willingness to obtain within first 2 weeks of internship).
- Have a valid driver's license and have a clean driving record.
- Pass a background check
- Basic computer processing skills including *MS Office*.

Responsibilities and Internship Tasks:

- Adhere to agency policies and procedures.
- Attend appropriate training sessions and clinics for specific programs.
- Complete assessments, monitor functioning and progress of participants, create individualized program plans, and evaluate and document processes.
- Assist in planning, managing, implementing, and evaluating programs and services.
- Promote the agency, TR services and profession by providing education and support to participants, volunteers, donors, and relevant others.
- Work with the program team (service team) to assist, develop, and evaluate programs as needed.
- Deliver adaptive recreation to participants with disability of all ages and abilities.
- Maintain records pertinent to the internship including orientation materials, log of hours, evaluations, assignment and projects.
- Attend weekly intern and staff meetings.
- Complete assignments as given by intern supervisor (see list below). Plan and present at least one disability awareness training during selected staff meetings.
- Work alongside and in conjunction with Outdoors for All volunteers

Expectations:

- Represent one's self as a responsible Outdoors for All staff member and contribute to the professional environment.
- By the end of the internship experience the TR intern will function as an entry-level employee.
- Take initiative and don't be afraid to ask questions.
- Apply classroom knowledge and current trends of Recreation Therapy to Outdoors for All's "real world setting."
- Take responsibility for one's self and actions, and represent Outdoors for All at all times (even when recreating in one's free time), in accordance to our values (as outlined on the previous page)
- Be a member of and work to create a positive team environment
- Punctuality
- Evening and weekend work expected

Assignments and Projects:

- General program support- _____, _____, _____, _____
- Co-lead 2 events/programs
- Solo lead activity
- Shadow assessment
- Perform supervised assessment
- Perform assessment solo
- Manage a custom event
- Demonstrate understand of adaptive gear/equipment and fittings
- Case study
- Attend outreach and advocacy event
- Attend partnership event
- Attend committee or board meeting
- Review grant writing and research
- Complete 2 site visits
- TR Project
- TR Project presentation

Gear and Packing List:

Along with packing general necessities, you might need to bring specialized or personal outdoor gear/clothing with you. Outdoors for All does have equipment available for interns to borrow throughout the internship program. However, priority for use of equipment will be given to participants and program need. If/when interns borrow gear, it is their responsibility to maintain and return the gear in good working order (all skis, snowboards, and bikes must be professionally tuned before returning to Outdoors for All). Ask the internship supervisor about borrowing gear before purchasing one's own gear; industry purchasing deals may also be available.

<u>Summer</u>	<u>Winter</u>
<ul style="list-style-type: none"> • Professional clothing • Waterproof watch • Clothing you don't mind getting dirty • Rain jacket • Swimsuit (one piece for females) • Hiking boots or shoes • Cycling clothing (shorts, shoes, helmet, glasses, etc.) • Cycling helmet • Sleeping bag and mattress pad • Backpack • Passport (only needed if you have a Washington, Minnesota, Illinois, Missouri, or New Mexico driver's license) 	<ul style="list-style-type: none"> • Professional clothing • Waterproof watch • Clothing you don't mind getting dirty • Snow and/or rain jacket • Snow pants • Multiple pairs of winter gloves • Goggles • Helmet (required for all downhill snow sports) • Downhill skis, snowboard, snowshoes and/or cross country skis • Sleeping bag and mattress pad • Backpack • Passport (only needed if you have a Washington, Minnesota, Illinois, Missouri, or New Mexico driver's license)

Dress Code:

This is Outdoors for All's office dress policy, according to the Employee Manual, "Employees are allowed great freedom in selecting dress. However, keep in mind that every employee is a representative of Outdoors for All. As a representative, you are expected to dress and groom yourself in a professional manner."

Your day-to-day role will change depending upon on-going programs and needs around the office. Some days you'll be moving equipment in the rain and other days you'll be a part of professional meetings. Bring clothing that allows you to fit-in to the wide range of roles which you will be a part. An example of acceptable vs. unacceptable clothing choices would be: wearing a pair of worn-out jeans and a t-shirt to perform bicycle maintenance, would not be acceptable during a meeting with Seattle Children's Hospital. Acceptable clothing for such a meeting would be nice jeans or pants with a clean-cut shirt. In general, please avoid any clothing that is ripped or tattered, as well as clothing with excessive graphics.

Frequently Asked Questions:

What is the compensation?

- Outdoors for All offers Therapeutic Recreation Interns a \$100/week stipend. You can receive this stipend via direct deposit or check twice per month.

Does Outdoors for All offer housing?

- No, Outdoors for All does not offer housing to interns. We strongly encourage interns to search for housing within Seattle city limits, specifically in the neighborhoods near the Outdoors for All office.

Does Outdoors for All provide transportation to interns or should I bring my car/transportation?

- Interns are expected to get themselves to and from the Outdoors for All office. Our office is located off of one major bus line and near a light rail station. However the King County Metro Bus has limited hours in the early mornings, evenings and weekends. Interns who will be dependent on public transportation or other means of transportation, should not let this inhibit their ability to work a full day
- Interns who have a clear driving record and pass driver's training are eligible to drive company vehicles to/from programs. Outdoors for All is able to add interns to vehicle insurance. Vehicles are to be used for work purposes only.

What will my hours be like?

- In accordance to NCTRC professional eligibility requirements, we require TR to complete a minimum of 560 hours of work (14 weeks). Interns will work 35-45 hour weeks.
- The majority of our programs and events take place over the weekend and evenings. Interns are expected to support and lead these programs.
- Vacation cannot be taken for Therapeutic Recreation Interns seeking certification. Time-off requests must be approved by the internship supervisor.

What is the internship experience like?

- We like to use the phrase "freedom within the framework" when describing the internship experience. This means that interns are given the direction and guidance needed to find success while working for Outdoors for All, but also have the freedom to make programmatic decisions and take ownership of programs.
- Interns are expected to develop from a general observation role to being as capable as an entry-level employee; or capable of filling a variety of roles within the organization.
- We expect interns to work as a member of our Program Team and occasionally alongside our development team.

What will my day-to-day responsibilities be as a TR intern?

- TR interns fill a wide variety of roles at Outdoors for All. You can expect your time to be a split between office administration, program planning and preparations, and program delivery.

Who are Outdoors for All's participants?

- Each year, we serve more than 2,400 participants with disabilities. We work with people of all abilities and all ages; including youth as young as 5 years old.

Do I need to be an expert in the activities I lead or in which I am involved?

- No, you do not need to be an expert. We do expect interns to have the ability to instruct or lead individuals and/or groups in a wide variety of outdoor recreation activities in various types of terrain, weather, and situations.
- We do not have time to teach interns the basics of any of the activities we offer. Thus it is expected that interns have an entry-level ability within the activities that we offer.
 - Example (winter interns): If you have never-ever participated in a downhill skiing or snowboarding, we will not be able to teach you how to ski or snowboard. You would more than likely support our snowshoe or cross country ski programs.
 - If you are a proficient skier or snowboarder, you will have the opportunity to attend trainings in adaptive skiing and/or snowboarding.

Who teaches and leads Outdoors for All's programs?

- Outdoors for All leads its programs with the support of over 700 volunteers annually. For the most part, these volunteers are the instructors for our programs and activities; working with participants one-on-one or in group lessons. Outdoors for All's staff members are responsible for overseeing these volunteers, and maintaining training and risk management standards within the various activities we offer.

How do I apply?

- Prospective TR interns must complete the [TR Internship Application](#) and submit a resume, cover letter and a list of references.
- Applications can be electronically submitted to volunteer@outdoorsforall.org.

When should I apply?

- Summer TR Internship (May-September): January 9th deadline
- Winter TR Internship (January-April): November 1st deadline
- When are internships offered?
- Outdoors for All offers TR internships in the summer (May – September) and winter (January – April). If selected, we will work with you to select start and finish dates that work with your school's schedule. Outdoors for All does not offer spring or fall internships due to limited program offerings during those months.