

Internship Job Description Therapeutic Recreation Services

General Description: The Therapeutic Recreation Intern's role in this organization is to assist in all aspects of programs and administration. They 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 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 that the intern will be professionally eligible for certification.

Qualifications: Affiliation with a college or university. (Interns will be accepted without affiliation by special arrangements). Intern applicants must be attaining a degree in Therapeutic Recreation as seen eligible by NCTRC. Completion of the majority of required therapeutic recreation and general recreation coursework. Ability to instruct or lead individuals or groups in outdoor recreation activities in a variety of terrains, weather, and situations. Good physical condition. Knowledge and experience in one or more of the following: cycling, hiking, camping, rock climbing, 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). Basic computer processing skills including *MS Office*.

Responsibilities / Internship Tasks:

- Attend appropriate training sessions and clinics for specific programs.
- Adhere to agency policies and procedures.
- 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 to assist, develop, and evaluate programs as needed.
- Deliver adaptive recreation to participants with disability of all ages and disabilities.
- Maintain records pertinent to the internship including orientation materials, log of hours, evaluations, assignment and projects.
- Complete assignments as given by intern supervisor. Attend weekly intern and bi-weekly staff meetings. Plan and present at least one disability awareness training during selected staff meetings. Complete a significant project (chosen or assigned) and conduct a 20 minute in-service presentation (to staff and/or board of directors) on the design, process and outcome of the project. Participate in program and internship evaluations.

Additional Recommended Skills/Licenses: Driver's License, proof of insurance, and own transportation.

Time Requirement: 14 week/560 hr internship. Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and weekend work.

Compensation: Interns will be given a stipend of \$200 a week.