



Internship Job Description General Program Services

General Description: The Program Intern's role is to assist in all aspects of programs and administration. He/she will be supervised by a full-time staff, while performing various job tasks. Based on experience, the intern may also serve in a leadership role.

Qualifications: 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, 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). 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.
- Assist in planning, managing, implementing, and evaluating programs and services.
- Promote the 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 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. Participate in program and internship evaluations.

Additional Recommended Skills/Licenses: Minimum age-18 years old. Driver's license and proof of insurance

Time Requirement: January – March or June - September, 35-40 hours per week with occasional weekends. Hours to be discussed during interview process.

Compensation: Non-paid position, but intern can use Outdoors for All gear for personal recreation with permission from their supervisor.