



Internship Program Manual

Internship Committee
BIMPRD
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Welcome:

I would like to be the first to welcome you to your internship with Bainbridge Island Metro Park & Recreation District (BIMPRD). It is our sincerest desire to provide new professionals an opportunity to grow in a supportive environment. Here at BIMPRD you are offered guidance in transforming the theory learned in the classroom to practical experience. Within this Internship Handbook you will find a list of opportunities at BIMPRD, an overview of the District and the goals set by our team of professionals for each intern.

Bainbridge Island is in a unique setting with a population of approximately 23,000 residents. BIMPRD offers a wider variety of programs for our residents than other comparable districts. Our program leaders are innovative and in tune with the recreation climate, which allows our district to thrive even in these challenging economic times. As a staff we feel that it is imperative that we not only welcome new and creative ideas, but provide the resources necessary to allow these ideas to materialize. Our team of professionals has the knowledge and expertise to guide new professionals in their career goals. As a staff we have created a culture of support and excitement. Our extraordinary staff works seamlessly to provide top notch programs for our residents. This strong team centered style fosters both a focused specialization and encourage a global approach in meeting our community's needs. Likewise, as new leaders, you are encouraged to work in tandem with other departments providing an essential educational experience. Bainbridge Island Metro Park & Recreation District is a successful and dynamic member of the Bainbridge Island community, because of the staff and interns who have developed and continue to strive in providing superior recreational experiences.

Thank you for accepting an internship with the BIMPRD.

Sincerely,

Terry Lande
Executive Director
Bainbridge Island Metro Parks & Rec District

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History of Bainbridge Island Metro Parks & Recreation Department (BIMPRD)

In the recognition of the need for public park facilities and in particular a swimming pool, island voters approved the formation of the Bainbridge Island Park & Recreation District in a special election on May 24, 1965. This effort was spearheaded by members of the Rotary Club of Bainbridge Island with the active support of numerous other groups on the island. The first board meeting of the new Park District was held on June 4, 1965.

After it was formed, the Park District grew as park sites were acquired or donated to the new District. The island's first park, Rotary Park, was donated to the Park District in 1966 by the Rotary Club. Strawberry Hill Park and Eagledale Park, surplus sites of the federal government, were acquired next with financial support from the Rotary Club. Island Center Hall was donated to the District in 1971 by the last living members of the Island Center Improvement Club which received property for the hall in 1913 from W.L. Gazzam and his wife Lulu. Battle Point Park, also surplus federal property, was acquired by the Park District in 1972.

In a continued spirit of collaboration, numerous partnerships were formed over the years to join efforts with the Park District in providing the island with parks, trails and open space. These partnerships have included a variety of groups, including community groups, private non-profit organizations such as the Bainbridge Island Land Trust, and local, county, state and federal public entities. Some of these partnerships have resulted in the island's acquisition of Gazzam Lake & Nature Preserve, Blakely Harbor Park, Joel Pritchard Park and the Hilltop properties.

As the first parks were acquired, volunteers became active in working with the Park District to develop them for recreation. Many groups, such as Little League and Pee Wee Football, set up work parties to help construct the first ball fields. A community venture resulted in the first playground at Strawberry Hill Park being built. Throughout the years, these efforts have continued as the Park District has joined together with volunteers and community groups to enhance our parks. Many of the park amenities we enjoy today would not have been possible without the commitment and fundraising efforts of these groups. Some of these park enhancements include the Kids Up playground, the Transmitter Building renovation, and Camp Yeomalt cabin renovation.

While the first years of the Park District were devoted primarily to the acquisition and development of parks, the onset of recreation programs began with the opening of Ray Williamson Pool in 1971, at which time the District hired its first employee. Shortly after the pool opened, the gymnastics program was born, and the recreation component of the Park District was up and running.

In 2001, island residents approved an \$8 million open space bond authorizing the City of Bainbridge Island to collect tax funds for the purchase of open space, forested areas, wildlife habitat and properties for trails and passive parks. The City worked in partnership with the Park

District and the properties purchased with these funds are gradually being transferred into Park District ownership to operate as park land for the island. Some of the properties acquired with the open space bond funds include Hidden Cove Park, Rockaway Beach, and the Forest to Sky Trail.

In 2011, Washington State transferred the two State parks on the island to the Park District, and Fay Bainbridge Park and Fort Ward Park are now operated locally. During its first forty years, the Park District operated under a tax structure that relied upon the passage of maintenance and operations excess levies every two years to obtain funding for basic operations. The uncertainty over whether the Park District would have funding every two years curtailed the District's ability to look ahead and plan for the island's future. To stabilize funding for the Park District, island residents voted on September 14, 2004 to approve the formation of the Bainbridge Island Metropolitan Park & Recreation District. As a metropolitan park district, we now operate under a tax structure that provides the community with on-going funding for their local Park District and thereby assures island residents of continued park and recreation services from year to year.

Since its inception in 1965, the Park District has grown substantially and provides a wide array of recreational opportunities for the island. As of 2014, the Park District operates and maintains over 1500 acres in parks, trails, and open-space that is available to the community for both active and passive use. It offers countless programs for all ages in areas ranging from sports to cultural arts, and aquatics to boating and outdoor programs. In addition, numerous concerts and special events are hosted by the Park District in island parks. Consistent with its early years, the Park District today continues in its dedicated commitment to serve the island by providing parks and recreation in a manner that enhances lives and contributes to the enjoyment of life.

Mission Statement

The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District's parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

Internship Program Goals & Objectives

The internship program was designed to meet a growing demand for practical experience, to satisfy college curricula requirements and most importantly further the field of Park & Recreation. This program is designed to benefit both the intern and the District. Qualified students will be provided the opportunity to work closely with Park & Recreation Professionals

in practical, hands on environments bridging the gap between academic theory and real world experience.

It is the objective of the BIMPRD Internship Program to provide the following opportunities:

- Application of academic coursework principals to practical hands-on experience
- Application of problem solving in a work environment
- Exchange ideas with professionals in the field
- Gain pride and appreciation for their profession
- Gain competent skills in a variety of settings
- Exposure to projects and opportunities that will provide practical experience and opportunities

Internship Availability and Duration

Fall

Intern positions for September – December
Application deadline April 1st

Spring

Intern positions for January – April
Application deadline September 1st

Summer

Intern positions for May – August
Application deadline February 1st

Positions are based on the Districts needs and availability. Please note, exact beginning and ending dates will be arranged between the intern and supervisor when signing the Internship Agreement. Typical internships will run the indicated months; however, other arrangements are possible within the Internship Agreement. Interns are expected to work a 40 hour work week for the duration of their term; however, some exceptions may be made based on the Internship Agreement and situations. These hours may include evening and/or weekend hours as needed.

Internship Eligibility

Interns are expected to have a basic knowledge of the Park & Recreation field, so that the practical experience gained during the internship will be of the most value. Therefore, all intern applicants must be currently enrolled in an institution for higher education or striving to gain practical educational experience. Applicants must also pass a background check.

Internship Application Process

To successfully apply for an internship with BIMPRD each applicant must complete the following, and have it turned in by the 5:00pm on date of the deadline:

- Prospective interns must obtain approval from their academic advisor before contacting the District
- Completely fill out a BIMPRD Employment Application
- Completely fill out an Internship Application
- Submit a current resume, cover letter and pertinent certifications

Intern Selection Process

The selection process is based on the season as well as the needs of the District. Certain seasons will optimize the intern's experience, which is why all internships are offered at different times of the year. As listed above are the deadlines for the application process, however, each intern position will be allowed to accept applications and pursue candidates until the vacancy is filled.

To make the selection process impartial, the Internship Committee and the hiring manager will choose the most qualified candidates based on applications and interviews. Once the desired candidates are selected the committee and hiring manager will conduct interviews that may take place via phone, skype or in person. Notification regarding the outcome of the interview process will be given to each candidate within thirty days.

Acceptance of the internship will not be finalized until all University and BIMPRD required documents are completed. After these documents have been completed and the student has

successfully passed a background check the selected candidate will become an intern at BIMPRD.

Orientation

During the first days of the internship, each intern will be provided an introduction to the BIMPRD. During the orientation each intern will gain both an overall prospective of BIMPRD and a more focused introduction to their role and responsibilities. The orientation will be administered and/or directed by the intern's direct supervisor. (See forms for Orientation List)

Responsibilities of the Interns

During the internship, it is the responsibility of the student to:

- Have no conflicting commitments during the internship. Interns must be available to work at all times, including weekdays, evenings, and weekends as scheduled by the intern supervisor. Exceptions will have been agreed upon within the Internship Agreement prior to the commencement of the internship
- Know and follow the District's policies, procedures and philosophies
- Have transportation, room, and board. (Limited housing and stipend may be available)
- Learn the organizational structure of the Park District
- The intern must complete written mid and post-internship evaluations of their experience
- The intern will complete and provide copies of any other relevant reports required by the College/University to the Department of Parks and Recreation
- Be punctual and appropriately dressed throughout the internship experience
- Will report directly to their supervisor regarding all responsibilities and duties assigned
- Confer with their direct supervisor/ chain of command regarding any special problems that may arise
- Complete all assignments and evaluations on time per their immediate supervisor or the institution

Responsibilities of the Parks and Recreation Supervisor

- Provide an opportunity to gain practical experience under professional leadership
- Prepare the District staff for the intern's arrival as a coworker
- Provide a formalized, professional orientation
- Gradually educate the intern about the Department's programs and facilities. Acquaint the intern with the resources, policies, regulations and administrative procedures of the District/Division/Department
- Provide a broad, well-rounded experience for the intern
- Encourage the intern in as many leadership opportunities as possible

- Assign specific projects and experiences to be accomplished during the internship
- Provide constructive and complete performance evaluations (mid-internship and post internship). Schedule conferences with the intern as appropriate

Responsibilities of the College or University Advisor

- Understand the District programs, program goals, and objectives to facilitate appropriate intern placements with the Department
- Approve the student's choice for an internship with BIMPRD
- Review the internship manual and expectations with the student prior to internship
- Stay in contact with the Parks and Recreation Supervisor to ensure that student's goals and needs are being fulfilled
- Ensure that the college or university's requirements are being met

Expectations of the Intern during Internship

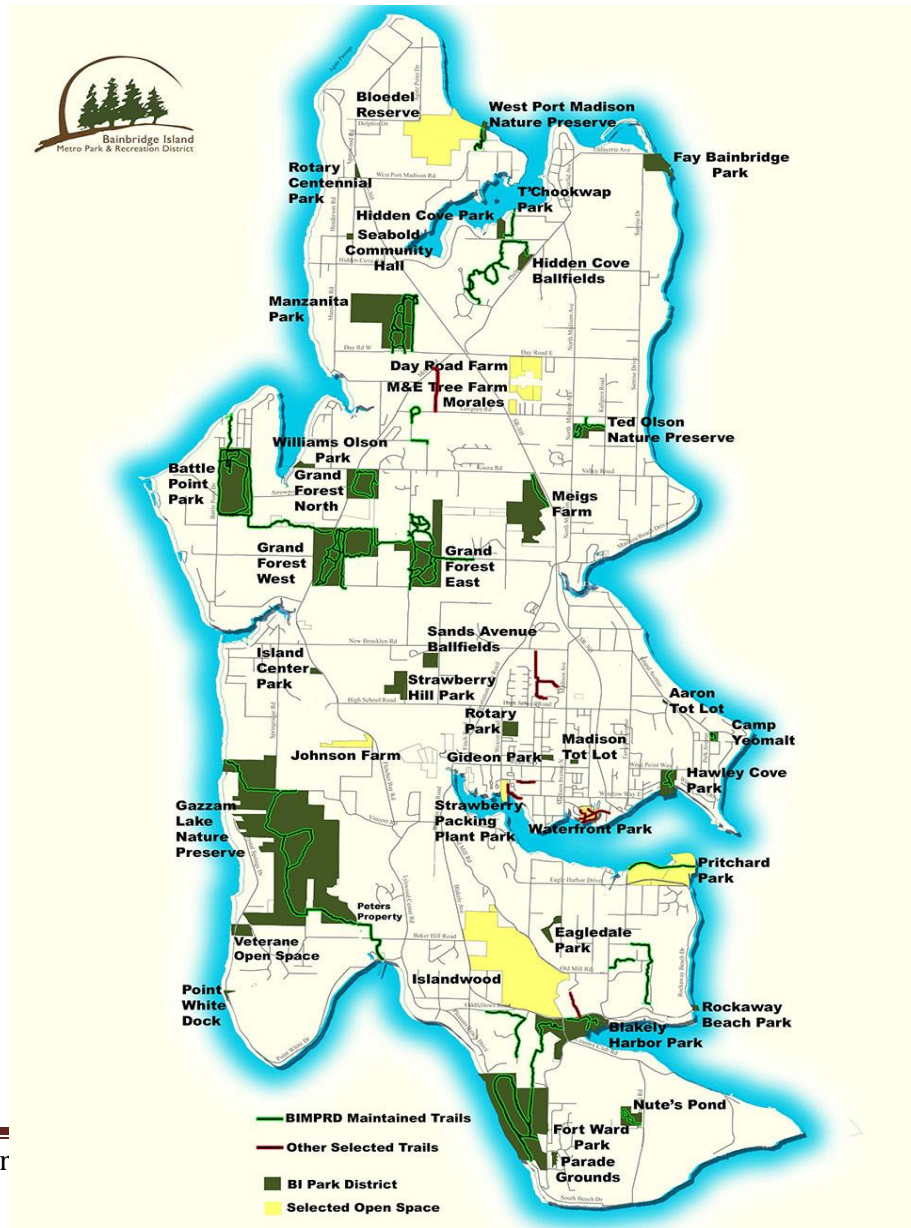
To obtain the highest benefit from the experience the intern will be expected to:

- Conduct himself/herself in a professional manner
- Dress according to agency and position standards
- Be timely with all required written communication
- Communicate regularly and effectively with his/her supervisor
- Complete all paperwork and timesheets in a timely manner
- Seek opportunities to complement his/her work and educational experiences
- Notify his/her supervisor in advance of any anticipated absences
- Ask questions if in doubt
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect
- Not engage in, or advertise, personal or other business while on duty as an intern
- Not engage in duties that they have not been given clearance to perform
- Use district property and materials they are given access to only for BIMPRD purposes
- Maintain confidentiality of participant information and data
- Become involved in any opportunity for development presented to them
- Show initiative and creativity. Offer ideas and suggestions on program improvements

Divisions

The BIMPRD is broken up into two divisions that work in tandem to build, maintain and create innovative recreational opportunities for the community. These are the Parks Services Division and the Recreation Division. The Parks Services Division strives to provide effective sustainable stewardship of the District's parks and open space. The Recreation Division strives to provide programs that will stimulate participants mentally, physically, emotionally and spiritually.

District Map



Facilities & Trails

This is not a complete list. For more information please visit www.biparks.org.



Aquatic Center

Bainbridge Island Metro Park & Rec District manages two pools, Ray Williamson Pool and Don Nakata Pool, both housed at the aquatic center. The District strives to meet the needs of the community by offering a variety of programs and services. Such services include swim lessons for youth & adults; youth swim team, adult swim team, lap swimming, leisure swimming and a variety of innovative aquatic fitness classes that cater to all ability levels.

Camp Yeomalt Cabin

This recently restored log cabin was originally built in 1935 by the Works Progress Administration and served as a Boy Scout Camp for many years. Camp Yeomalt Cabin is approximately 30' x 40' and has a large double fireplace and a small performance stage. The cabin has electric lighting and electric outlets and several benches. There is no plumbing inside of the cabin, and bathrooms are located in the adjacent Camp Yeomalt Classroom, with access from the outside of the building. Bathrooms and cabin are ADA accessible.



Eagledale Pottery Studio

Island Center Hall

This 90 year old facility with a rich and varied history includes a large room 53' by 32' which holds a maximum of 150 people. In this room is a corner stage 12' x 12' x 16' which has minimal stage lighting. This room has wainscoted walls, traditional ceiling high windows, large wall mirrors on one side wall, built in seating benches on both sides of the hall and an oak wood floor. There is a large pull down projection screen on the front wall. The kitchen and 2 bathrooms are in a separate room. There is an apartment size refrigerator, a single oven stove, counters and sink. There are no cooking utensils. Electrical outlets are minimal: 1 in the main hall. by the stage and 1 in the kitchen area.



Pru's House



This beautifully restored panabode cabin sits atop Hilltop Park, with a lovely view and access to the meadow and nearby trail. The main room holds up to 40 people and includes a fireplace and chairs for events. There are two small adjacent rooms, and a fully ADA accessible bathroom. This facility includes a kitchen with sink, refrigerator and counter space for food preparation. There is not a stove on site. There is very limited parking right at the cabin, but there is ample parking nearby at the barn.

Strawberry Hill Center

Strawberry Hill Center, once the site of Strawberry Hill Alternative School, hosts a variety of art classes, cooking classes, chess tournaments, poetry, language classes, summer day camps and more. The BIMPRD Board meetings



are held twice a month in the large room.



Strawberry Hill Mini Gym

The Mini Gym was formerly a missile assembly facility back when Strawberry Hill Park was a Nike site. The main room is approximately 23'x 28' and has a spring laid wood floor. Two of the walls are mirrored. One bathroom has inside access and one has outside.

Seabold Hall

This 118 year old community hall set in a 3-acre park holds 80 people and has an all wooden interior with a separate kitchen. There is a stove, oven and refrigerator as well as a few coffee pots. No dishes or cooking implements are available.



Teen Center

We believe that what teens choose to do in their free time effects their community. Our job is to offer choices that keep young people engaged and busy during their teen years. We provide a place, supervision, and wonderful opportunities for leadership, service, and play. And we recognize that sometimes teens just need to hang out. Like a playground or park, everyone is welcome

Transmitter Building

This facility is a historic World War II building whose purpose during the war was to facilitate the transmission of messages from the Pacific Fleet. The restoration process has been sensitive to the



important design elements and materials from the era into the building's rebirth. This restored facility is over 3,100 square feet and accommodates gymnastics classes, open playtime and other recreational programs.



Waterfront Park Community Center

One way we serve the island community is by providing unique rental venues. Whether your needs involve a large-scale space for a celebration or reunion, a professionally-equipped room for a business meeting, or a variety of spaces for a special event, we have the solution.

The Grand Forest

The Grand Forest encompasses 240-acres across three parcels, with approximately 8 miles of trails in an understory of largely second growth forest which was previously a DNR (State of Washington Department of Natural Resources) tract. Interior to the Grand Forest is the Hilltop parcel, being conveyed to the District has part of multi-year grant and Bainbridge Island Land Trust fund-raising campaign. The Grand Forest was purchased through a local bond and grant funds in 1989.



The Grand Forest is a popular destination for trail users on Bainbridge Island. It has a canopy of lush firs, cedars and maples and a few giant conifers. Trails are relatively flat with few inclines and a trail surface of dirt, mulch and gravel.

Gazzam Lake Trails



Gazzam Lake Park and Wildlife Preserve includes 444.6 acres of highly valued upland forests and wetlands in the southwest quadrant of Bainbridge Island. The Park has an extensive trail system. The Gazzam Lake Trail System consists of 2 miles of gently rolling trail through dense forest. The backbone of the system is the Gazzam Lake Trail (1.4 miles) that connects the two trailheads. A small loop trail spurs off the main trail that adds an

additional 0.6 miles. The trails run adjacent to Gazzam Lake, a 13 acre freshwater wetland that has remained untouched by development.

Fort Ward Park

Fort Ward Park is a 137-acre marine park with 4,300 feet of saltwater shoreline on Rich Passage. Many of the structures in the park reflect the historic military significance of the area, but the park is well developed for day use. There is an underwater park for scuba divers, a two-lane boat ramp and a long, rocky beach along Rich Passage.

The Fort Ward Trail System is made up of 3 different trails with varying difficulty levels.

The Lower Fort Ward Trail is rated Easy and is a .89 mile long paved, flat trail that parallels the Puget Sound beach. It is a very popular trail that provides bird watching opportunities, views of the Olympic Mountains, and historic interpretation of the park's military past. This trail can be accessed from the Pleasant Beach Drive NE parking lot.

The Upper Fort Ward Trail is rated Intermediate and is a .75 mile long trail that travels steeply up the hillside to the park's forested uplands. It provides views of the Puget Sound, historic interpretation, and links the park's two parking lots. This trail can be accessed from both parking lots.

The Ridge Trail is rated Easy and is a .5 mile long trail that skirts along the upland ridge of the park overlooking the Puget Sound waterway. The nearest access to this trail is from the Fort Ward Hill Road NE parking lot, approximately 0.2 miles north along the Upper Fort Ward Trail.



Sands Avenue Ball Fields

This park opened in November of 2002. It is situated on 10 acres of land in the central part of the island off Sands Avenue between High School Road and New Brooklyn, and is located on property owned by the School District and leased to the Park District. It will one day be the site of a future school which will be adjacent to the ball fields already constructed. Babe Ruth Baseball and BI Youth Soccer Club are partners in improvements and maintenance of this site. The park includes a picnic table, grass 300-foot baseball and grass soccer field with spectator stands, concession shack, portable toilet, and 400 square foot storage shed.

Hidden Cove Ball Fields

The Bainbridge Island Park District took ownership of Hidden Cove Ball fields in 1997. The park consists of 9.5 acres and currently includes two Little League Ball fields and a soccer practice area. Two miles of trail connect to open space and provide water access at Hidden Cove Park.



Rotary Park

Rotary Park is a 9.6-acre park on the east side of Weaver Road between High School Road and Wyatt Way. The property was donated to the Park District by the Rotary Club in 1966 and has become home to Bainbridge Island Little League. These ball fields are under renovation. Phase one has been completed and we anticipate Phase Two being completed by the end of this year.

Over the years, parents of Little League players have extensively developed the ball fields, snack shack, and spectator areas. The park contains two baseball fields, batting cages, an open field area, and children's universal play area (home of Owen's Playground - coming soon)!



Battle Point Park

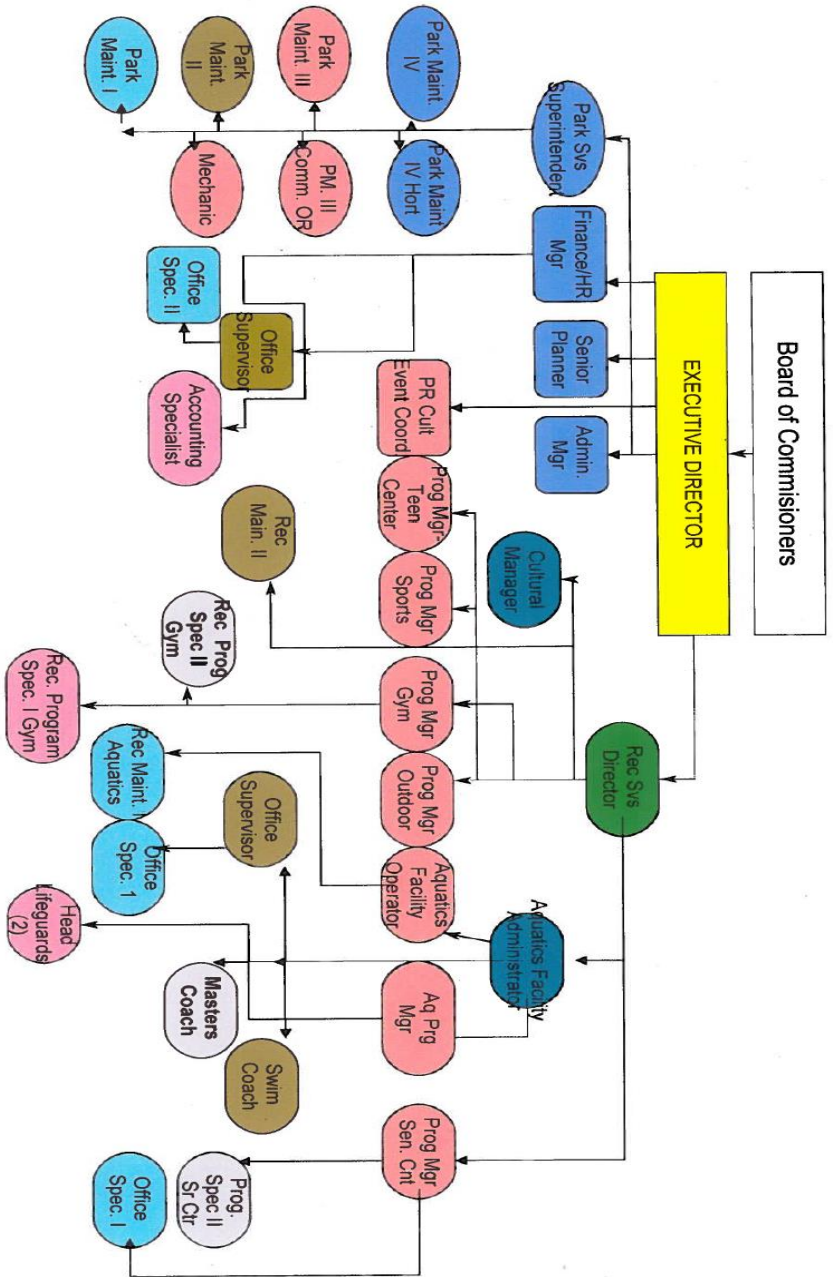
The park totals 90.3 acres, is a former naval radio station, and is largely open space with two ponds, jogging trail, two soccer fields, three softball fields, horse area, a picnic shelter, two tennis courts, play areas, two basketball courts shared with a roller hockey court, a large children's play structure, garden plots, and the Park District maintenance shop and offices. The recently renovated Transmitter Building is used for gymnastics classes and camps. The basketball courts are available for casual play when not being used by roller hockey leagues. The old rubber and sand soccer fields were replaced with new drainage and two new durable Field Turf fields for enhanced playability and safety. This community project was a cooperative effort between the Bainbridge Island Metro Park & Recreation District, the Bainbridge Island Youth Soccer Club, and private and public donors.



Strawberry Hill Park

In 1966 this 25-acre former Nike site was transferred to the Bainbridge Island Park District by the Federal Government. The former barracks building is used as the Park District administrative offices. The former missile assembly building is used as an indoor mini-gym. The park includes a beautiful new dog park, Strawberry Hill Center, Mini Gym, picnic shelters, tennis courts, playground and three softball/football fields. Concession and restroom building that were built by Bainbridge Island Pee Wees and the skate park that was partially funded by the Bainbridge Island Rotary Club.

BAINBRIDGE ISLAND METRO PARK & RECREATION DISTRICT ORGANIZATION CHART - FULL TIME AND REGULAR PART TIME



abs 07/15/14 updated

Commissioners

The Board of Commissioners consists of five elected members who serve six-year terms of office, without pay. The Commission is entrusted with the responsibility for developing a public park and recreation system to serve the residents of the Island.

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