



Internship Handbook

Internship Committee
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Bainbridge Island, WA 98110
info@biparks.org
206-842-2306



Welcome,

Thank you for your interest in the Internship Program with Bainbridge Island Metropolitan Park & Recreation District. It is our sincerest desire to provide new professionals an opportunity to grow in a supportive environment. Here at the District you will be offered guidance in transforming theory learned in the classroom into practical experience. Within this Internship Handbook you will find a wealth of knowledge about our Internship Program including overview of the District.

Bainbridge Island is a unique setting with a population of approximately 23,000 residents. The District offers a wider variety of programs for our community members than other comparable districts. Our staff are innovative and in tune with the park and recreation climate, which has allowed our District to thrive even in these challenging economic times.

As a staff we not only welcome new and creative ideas, but provide the resources necessary to allow these ideas to materialize. Our team has the knowledge and expertise to guide new professionals towards their career goals. We strive to create a culture of support and excitement. As new leaders, you are encouraged to work not only in your specific department, but also in tandem with other departments, allowing for a well-rounded educational experience.

Bainbridge Island Metropolitan Park & Recreation District is a successful and dynamic organization within the Bainbridge Island community. This is entirely due to our staff, interns, and the support of our community. We look forward to having you become part of our team. Thank you for accepting an internship with the Park District.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Lande". The signature is stylized with a large "T" and a long horizontal stroke at the end.

Terry Lande
Executive Director
Bainbridge Island Metropolitan Park & Recreation District

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History of Bainbridge Island Metropolitan Park & Recreation District

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, the District now operates 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 to further the field of Park & Recreation.

It is intended to benefit both the intern as well as the District. Qualified applicants 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.

Goals

1. **Be an advocate** for mentoring new and upcoming park and recreation professionals as well as provide professional development opportunities
2. **Work with local community and schools** to promote the District's Internship
 - a. Programs such as Bainbridge Youth Services
 - b. Bainbridge High School and other local high schools
 - c. Washington colleges and universities
3. **Search nationwide** for highly qualified candidates

Objectives

- Application of academic coursework principles 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 the park and recreation profession
- Gain competent skills in a variety of settings
- Exposure to projects and opportunities that will provide practical experience

Internship Opportunities

Adaptive Recreation
Administrative/ Human Resources
Aquatics
Field Management
General Recreation
Marketing/Events
Outdoor Recreation
Planning
Trails Construction & Maintenance
Senior Programs
Sports
Volunteer Coordination
Youth & Teen Programs

Internship Availability and Duration

Fall

Intern positions for September - December
Application deadline: May 15

Spring

Intern positions for January - April
Application deadline: September 15

Summer

Intern positions for May - August
Application deadline: February 15

Positions are based on the District's needs and availability. Exact beginning and ending dates will be arranged between the intern and supervisor when signing the Internship Agreement. Typical internships will run for 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 specific situations. These hours may include evening and/or weekend hours as needed.

Internship Eligibility

Interns are expected to have basic knowledge of the park and recreation field or related area. While interns do not need to be enrolled in an academic program to apply for an internship, it is a common route. Applicants who do not need academic credit may apply for an experienced based internship. Applicants must also pass a background check.

Internship Application Process

To successfully apply for an internship each applicant must complete and submit the following to the Internship Committee by the deadline dates.

- Internship Application
- Volunteer Application
- Cover letter
- Resume

Intern Selection Process

The intern selection process is based on the season as well as the needs of the District. Internship positions are normally available until the vacancy is filled. Applicants fill out and submit the appropriate forms to the Internship Committee. The Chair of the committee forwards on intern applications to the managers of the areas of interest the intern selected. Managers then communicate to the applicant if there is a position available, if there is need for an intern, and if there is funding/housing available. Assuming these conditions are met, an interview with the applicant is scheduled amongst the interested managers. If there is continued interest following the interview, the managers ask the Internship Committee to consider their applicant in the selection process. The committee determines which applicants will be selected based on the needs of the District, the benefit the applicant can bring, and the strength of the interview.

Applicants will be notified of their internship status within several days of the Internship Committee's decision. Acceptance of the internship will not be finalized until all school and District required documents are completed and the applicant has successfully passed a background check.

Intern Housing & Stipend

Housing and a monthly stipend are generally offered to interns, but are subject to availability. Housing includes free rent at the District intern house, paid utilities, and internet. If housing and stipends are not available, there may still be internship opportunities available.

Orientation

During the first days of the internship, each intern will be given an introduction to the District. During the orientation each intern will gain both an overall perspective of District operations and a more focused introduction to their role and responsibilities. The orientation will be administered by the intern's direct supervisor.

Responsibilities of the Interns

- Have no conflicting commitments during the period of the internship. Interns must be available to work at all times, including weekdays, evenings, and weekends as scheduled by the intern supervisor. Exceptions may be made with the intern's supervisor's approval before or during the internship.
- Know and follow the District's policies, procedures and philosophies.
- Provide their own transportation, room, and board. Limited housing and stipend may be available.
- Learn the organizational structure of the District.

- Complete mid-term and end-term internship evaluations.
- Complete and provide copies of any other relevant reports required by their school to the District.
- Be punctual and appropriately dressed throughout the internship.
- Report directly to their supervisor regarding all responsibilities and duties assigned.
- Confer with their direct supervisor or the Intern Committee Chair regarding any problems that may arise.
- Complete all assignments and evaluations on time.

Responsibilities of the District Intern Supervisor

- Provide an opportunity for the intern to gain practical experience.
- Prepare District staff for the intern's arrival as a coworker.
- Introduce and orient the intern to the District.
- Educate the intern about the District's programs and facilities.
- Acquaint the intern with the resources, policies, regulations and administrative procedures of the District/Division/Department.
- Provide a well-rounded experience for the intern.
- Encourage the intern to participate in leadership opportunities.
- Assign specific projects, tasks, and responsibilities during the internship.
- Provide mid-term and end-term internship performance evaluations.
- Schedule conferences with the intern as appropriate.
- Complete all documentation required by the intern's school if applicable.

Responsibilities of the School Internship Coordinator

- Become familiar with the District's programs, goals, and objectives.
- Approve the student's choice for an internship with the District.
- Review the District's internship program and forms with the student prior to internship.
- Stay in contact with the District's Intern Supervisor.
- Ensure that the school's requirements are being met.

Expectations of the Intern during Internship

- Conduct themselves in a professional manner.
- Dress according to department standards.
- Be timely with written communication and assigned tasks.
- Communicate regularly and effectively.
- Seek opportunities that complement their work and educational experiences.
- Notify their supervisor in advance of any anticipated absences.

- Ask questions if in doubt.
- Be friendly, courteous and treat everyone with dignity and respect.
- Do not engage in personal activities or other business during District time.
- Act within scope of training and assignment of duties.
- Use District property and materials only for District purposes.
- Maintain confidentiality of participant information and data; refer inquiries for information to Intern Supervisor.
- Show initiative and creativity.
- Offer ideas and suggestions on program improvements.

Intern FAQ's

- **What is the intern house like?**

The intern house has four bedrooms and two bathrooms. Two of the bedrooms have a bathroom attached. There are two refrigerators, an oven, a stovetop, a microwave, a dishwasher, and a washer/dryer. There are plenty of pots, pans, baking sheets, dishware, and silverware, along with cabinet space. There are two wood stoves and plenty of couches. Each bedroom has a twin-sized bed – please bring your own sheets and towels. There is a two-car garage and enough parking for a few more cars. The backyard is large and you can sometimes see deer grazing. The house is located directly next to acres of parkland called the Grand Forest - so hiking, running, biking, and other outdoor activities are just a few steps beyond the front door. The intern house is also located less than 2 miles from the main Park District office at Strawberry Hill Park.

- **Can I invite friends or family to the intern house?**

Interns may have overnight visitors, under a few conditions. The intern host must be present with their guest at all times. Intern hosts are limited to three guests at any one time, unless otherwise permitted by a designee of the District. Intern hosts must check with their housemates for approval before inviting overnight guests. Due to limited parking, visitors will park in designated parking areas away from the house.

- **Can I bring a pet?**

Unfortunately, interns may not at any time be in possession of animals, even for short term visits.

- **Can I bring my car?**

Yes, one parking space per intern will be provided. If you're a frequent cyclist, it is possible to bike to most places on the island – though there are many hills. After all, Bainbridge Island is the home of the Chilly Hilly and Bike for Pie.

- **Can I bring my bike, skis, and/or other large items?**

Yes, there is a good amount of storage in the garage, as well as the root cellar.

- **How much free time will I have?**

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. For instance, as part of the outdoor programs internship, the intern may need to help out on a weekend hike or night class. The intern will still have a good amount of free time, and can always talk to their supervisor about how their schedule is working out.

- **Do I get time off?**

Time off requests shall be discussed with the intern's direct supervisor.

- **What is the dress code?**

Dress code is department specific. Normal office attire is appropriate for internships held in a Park District office. If the intern is out on a field assignment, attire relevant to the task is expected. For example, snow clothes for a ski trip.

- **Who do I tell about problems with the intern house?**

If there are any issues at the intern house, please direct them to the Intern Housing Supervisor.

- **What is there to do on Bainbridge Island when I'm not working?**

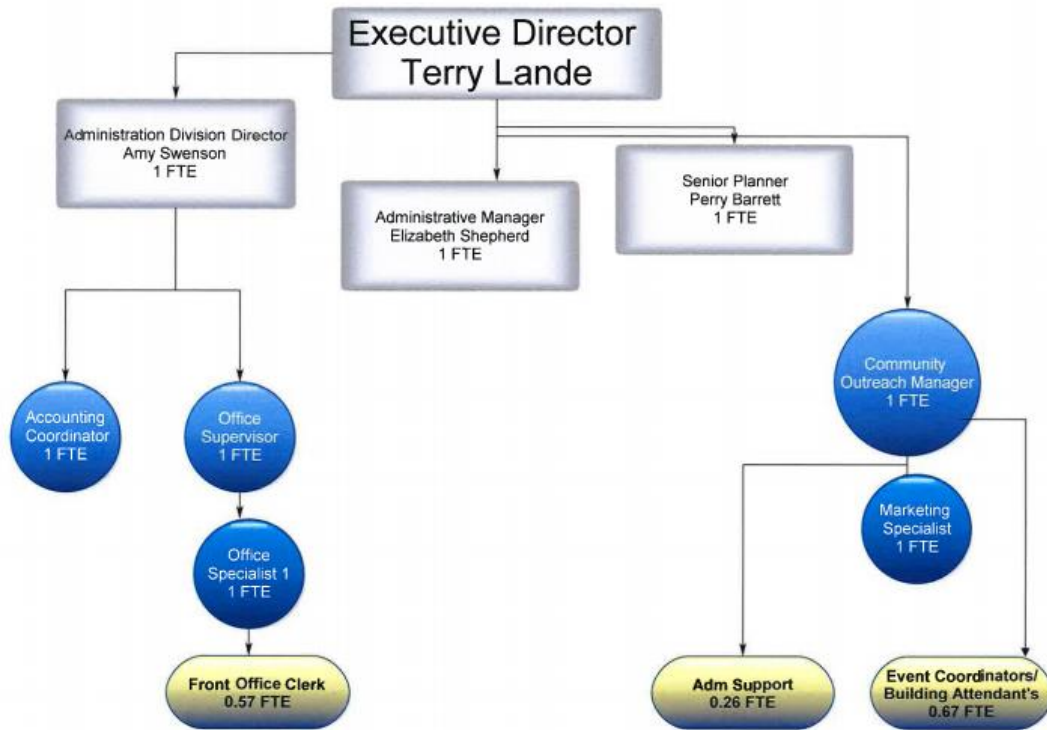
Bainbridge Island is home to a wide variety of activities. There are plenty of parks and trails to explore, cozy coffee shops, an indoor rock climbing gym, a fitness center, aquatics center, unique restaurants, open waterfront, and a vibrant community to connect with. If you're looking to get off the island, Seattle is a short 35-minute ferry ride away. If you want to explore the beautiful mountains of Washington State, the Olympic National Park and Mount Rainier National Park are just a few hours away. If you want to camp, bike, or hike and don't have the proper gear, the District has an extensive Outdoor Gear Bank where you can borrow equipment at no charge.

Divisions

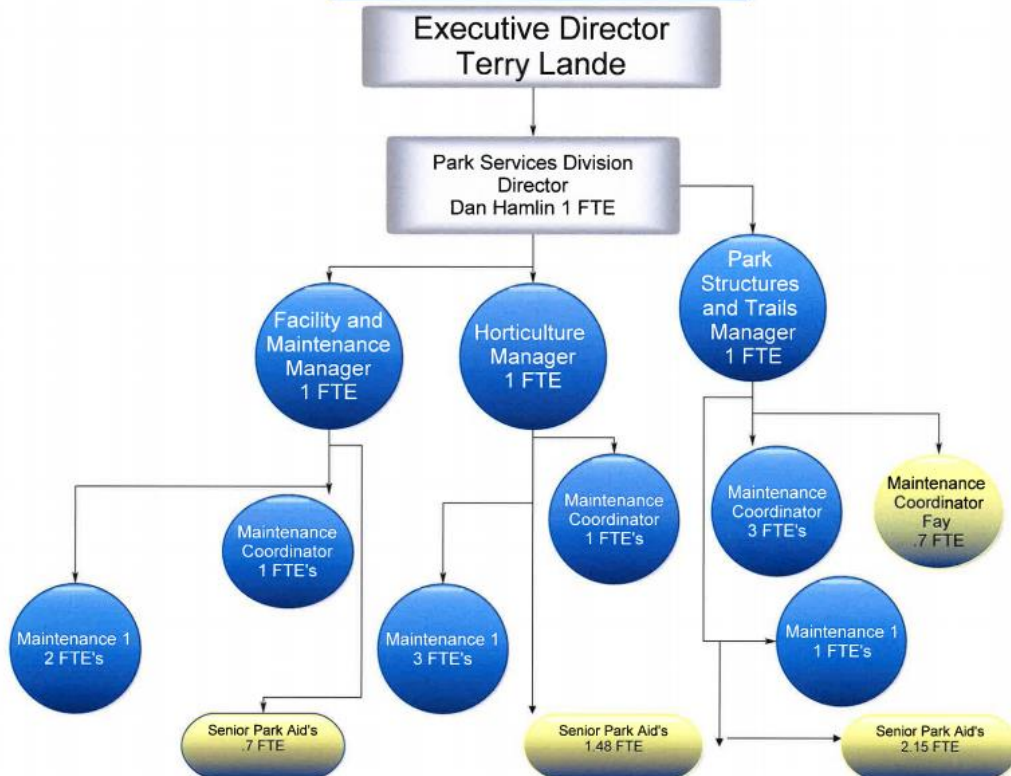
The Park District has three divisions - Administrative Division, Park Services Division, and Recreation Division - that work together to build a healthy community through parks, trails, and open space as well as the development and implementation of diverse recreation opportunities.



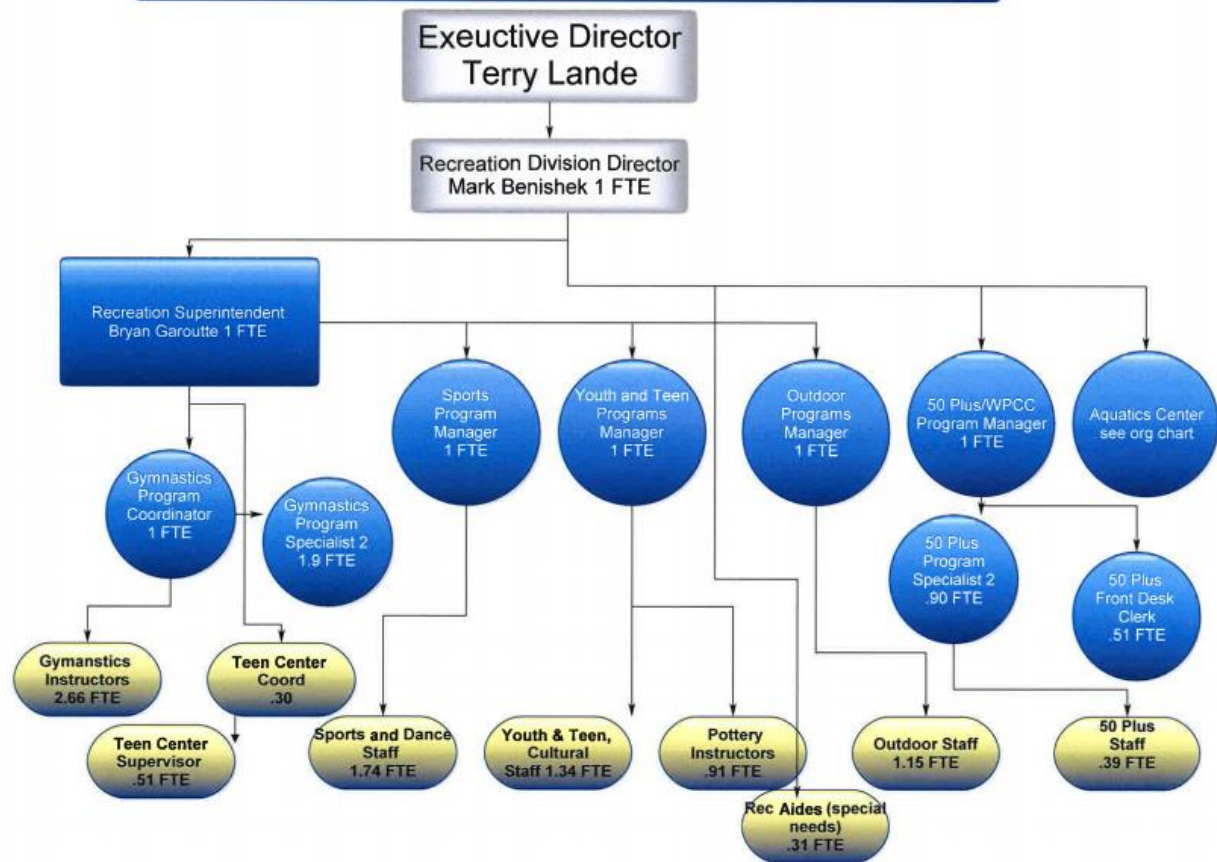
Administrative Division Organization Chart



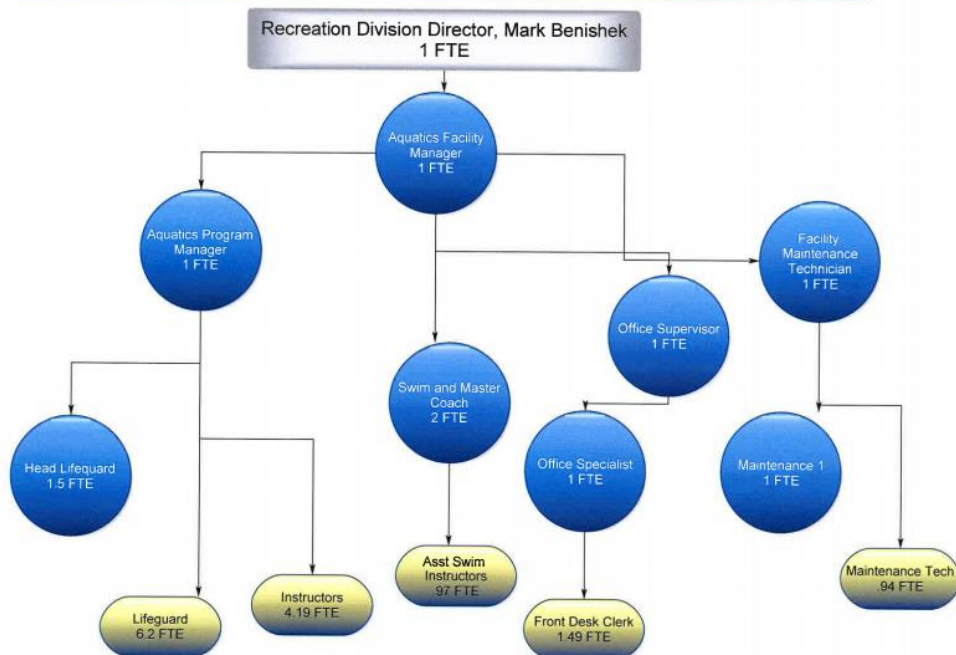
Park Services Division



Recreation Division Organization Chart



Aquatics Center Organization Chart, Recreation Division



Bainbridge Island Parks and Trails



SAMPLE

John Doe

Invoice # 092115

9630 Mandus Olson Rd NE

Bainbridge Island, WA 98110

INVOICE

Billed To:

Bainbridge Island Metropolitan Park and Recreation District

7666 NE High School Rd

Bainbridge Island, WA 98110

Internship Stipend

Dates: August 21-September 21, 2015

Amount: \$XXX

Total Amount Due: \$XXX



SAMPLE
Midterm Evaluation Review

Intern Name: _____

Date: _____

Internship area: _____

Season: _____

Supervisor: _____

Is the internship what you expected?

Most rewarding part of your internship?

Most challenging part of your internship?

Do you feel you have plenty of opportunities for work, projects, and to grow professionally?

How well do you communicate with your supervisor?

In regards to your internship, what does your supervisor do well and what areas can they improve upon?

What are your thoughts about the work culture here at the District?

What are a couple of areas the District can improve in?

What does the District do very well?

What do you want to get out of the remainder of your internship?

If your internship was extended, what would you hope to achieve?

Is there anything that you would like to share?

Supervisor Comments

What areas does the intern perform well in?

What areas can the intern improve upon?

How well does the intern communicate with you?

What program goals can the intern work on?

Additional Comments:

Intern Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



End of Term Evaluation Review

SAMPLE

Intern Name: _____

Date: _____

Internship area: _____

Season: _____

Supervisor: _____

What is the most rewarding part of your internship?

Do you feel you have plenty of opportunities for work, projects, and to grow professionally?

What projects and professional opportunities have you been involved with?

How have these helped you in your internship?

Since the midterm evaluation, what progress have you made regarding what you listed as the most challenging part of your internship?

Has the most challenging part of your internship changed at all, and if so how?

How well do you communicate with your supervisor?

In regards to your internship, what does your supervisor do well and what areas can they improve upon?

What are your thoughts about the work culture here at the District?

What are a couple of areas the District can improve in?

What does the District do very well?

What advice would you provide to new interns arriving to start their internships with the District?

If your internship was extended, what would you hope to achieve?

If you were offered a job here at the District, what would you like to see your role be?

Could you supply the internship committee with a quote about your experience so far that we can post online and cite you with?

Is there anything that you would like to share to the internship committee?

Supervisor Comments

What areas does the intern perform well in?

How well does the intern communicate with you?

How well do you communicate with the intern?

Do you have any advice for the intern moving forward towards their future goals?

Additional Comments:

Intern Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____