



BIMPRD
7666 NE High School Road
Bainbridge Island, WA 98110

Adaptive Recreation Coordinator Internship Position Announcement: Winter 2016 *BIMPRD, Arts & Cultural*

The Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) invites applicants for an internship as an Adaptive recreation Coordinator. BIMPRD provides reasonable support for participants with special needs with a Recreation Companion program (Rec Companion) where high school students are assigned to assist a student with special needs in the regular recreation programs. The job of the Rec Companion is to offer support to the student with special needs when needed, allowing the student to participate as fully as he or she are able, while having the Rec Companion available when the program or activity may be too challenging and help is needed.

At this time each department head is responsible for coordinating & hiring Rec Companions for participants with special needs. This position would be responsible for designing a program that would coordinate the Adaptive Recreation Program needs more efficiently and effectively, meeting the needs of the participant as well as each Recreation Division program.

MINIMUM QUALIFICATIONS:

- Applicants must:
 - Be currently enrolled at an institution of higher education either as an undergraduate junior or higher, or as a graduate student
 - Knowledge and/or experience working within recreation or facility management
 - Knowledge and/or experience working within adaptive recreation for youth.
 - Proficient computer skills and strong written and oral communication skills
 - A strong interest in learning all aspects of Adaptive Recreation for youth including but not limited to, programming, promoting, staffing, facility projects and maintenance, financial responsibility, staff development and training, planning and implementing new programs as well as coordinating with the Recreation Division staff.
 - Demonstrates good leadership, sound judgment and the ability to adapt to new situations
- We prefer that applicants have the following certifications:
 - Professional Rescuer CPR/AED/ First Aid
 - Blood Borne Pathogens

JOB DESCRIPTION

The Adaptive Recreation Coordinator Internship position, with the assistance of Arts & Cultural Program manager Sue Hylen, would work together as well as with other Rec Division staff to set up a program that would coordinate participants with special needs registering for 2016 summer programs. This Adaptive Recreation program will be set up to assist families with children with special needs to have their needs met more efficiently and effectively in each of the program areas. The Adaptive Recreation Coordinator Intern will also be responsible for setting up an application process for the Rec Companion position as well as training requirements.

RESPONSIBILITIES

Job responsibilities include, but are not limited to, assisting the Supervising Manager in:

- Designing** an Adaptive Recreation Program that will more efficiently coordinate participants needs in 2016 summer programs
- Creating** a job description for Recreation Companion positions with input from Recreation Division manager team
- Advertising**, Interviewing and hiring potential Recreation Companions
- Coordinating** rec companion staff with participants with special needs.
- Coordinating** the variety of classes in different area of recreation with the participant (with special needs) and their Rec Companion.
- Registration** process (learning RecTrac and how to process registrations for participants with Special Needs)
- Learning** RecTrac& BIAS programs to better understand the financial program part of the Adaptive Recreation Program.
- Set up** and implement an evaluation process for the Adaptive Recreation program.

COMPENSATION

It is the philosophy of BIMPRD that the intern and the District form a partnership. It is the responsibility of the District staff to provide the intern with a well-rounded experience in their respective field. Housing and a monthly stipend may be offered based on availability. Housing includes free rents, paid utilities, and provided internet. Interns will have free use of the Aquatic Center and be eligible for 50% off selected District classes.

APPLICATION PROCESS

Prospective interns must obtain approval of their academic advisor prior to contacting BIMPRD. Prospective applicants must then complete the BIMPRD Employment Application and Internship Application, located at www.biparks.org. Applications will be accepted until the listed deadline or the position is filled. . Please attach a current copy of your resume, cover letter and current certifications to your application.

CONTACT INFORMATION

Internship Committee
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