

Aquatics Tentative Internship Schedule — Anna Tran  
Bainbridge Island Metro Park & Recreation District  
Summer 2019; Supervisor Megan Pleli

\*Schedule is subject to change and should be used only as an outline\*

Week 1 (7/1-7/7)

- Intern Orientation
- Aquatic Center Orientation
- Park District Orientations and site visits
- Goal setting and internship timeline
- District training (Safe Personnel and Payroll)
- EAPS, Facility Scheduling, RecTrac, User Groups
- Work different shifts
- Coffee Talk
- Portfolio Assignments (School requirements and District documentation)

Week 2 (7/8-7/14)

- Summer Concert in the Park
- New lesson session begins
- Continued AQ and District training
- Attend Trails Meeting 7/8
- BAM/BISC Board meetings
- Portfolio Assignments
- Staff training and implementation – hiring, on boarding, retraining, separation
  - Files and certifications
- Facility and Birthday Rental Procedures (project?)

Week 3 (7/15-7/21)

- Attend Committee Meeting – Rec Manager Meeting (Thursday)
- Payroll week
- Time with Marjorie
- Shut down prep
- Mailchimp and customer service
- Facility meetings with Mike
- Marketing for August – September
- Coffee Talk
- Portfolio Assignments

Week 4 (7/22-7/28)

- Babysitter Camp
- Attend Committee Meeting – Park Services Staff Meeting with Mike
- Coffee Talk
- New lesson session begins
- Life Design Course
- Portfolio Assignments
- Start Planning Winter/Spring Catalog

Week 5 (7/29-8/4)

- Finalizing Fall schedules for High School teams
- Summer Concert in the Park
- Board Meeting Thursday
- Coffee Talk
- Life Design Course
- Mid-term Evaluation
- Finalize closure
- Billing for Users

Week 6 (8/5-8/11)

- Time with Joey (night crew)
- Attend Committee Meeting – Safety Committee meeting on Wednesday 11-12:30p
- Aquatic Team Meeting
- Coffee Talk
- Winter Spring Brochure
- Portfolio Assignment
- AEA and ARC planning for 2020
- Staff Training Scheduling

Week 7 (8/12-8/18)

- Work with Mike and meetings with contractors
- Payroll week
- Swim Meet prep for the fall
- Finalize AEA and ARC training for 2020
- Portfolio Assignment
- Risk Management Committee Meeting (Tuesday)
- Coffee Talk

Week 8 (8/19-8/25)

- 2020 Budget
- Put catalog together
- Enter catalog into rec trac
- Marketing for Winter-Spring
- Schedule for Winter/Spring
- Fall lesson prep/ staff scheduling
- Coffee talk
- Portfolio Assignment

Week 9 (8/26-9/1)

- 2020 Budget
- Lesson Prep/ Class Prep
- Staff Prep
- Facility reopen prep

- Portfolio Assignment
- CIP info with Mike and Megan
- Billing
- Facility safety walk
- Coffee Talk

Week 10 (9/2-9/8)

- Finishing up