Outdoor Programs Tentative Internship Schedule — Nick Prevo
Bainbridge Island Metro Park & Recreation

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

Week 1 (1/8-1/14):
• Park District orientation, site visits
• Goal setting and internship timeline
• Site visit and meeting for 2018 WRPA’s Risk Management School site
• Outdoor Programs training
• District training
• Stevens Pass Youth ski bus training and orientation
• Attend Safety Committee meeting

Week 2 (1/15-1/20):
• Collaboration of goals with other managers in the Park District
• Introduction and review of risk management plan
• Staff payroll orientation
• Introduction to Park District board of commissioners
• Stevens Pass Youth Ski bus training
• Continued Outdoor Programs training
• Continued Park District training
• Coffee/lunch meeting with guest industry professional
• Shadow birding programs/owl prowl
• Assist in planning media for Outdoor Programs

Week 3 (1/21-1/27):
• WRPA Risk Management School
• Review Emergency Action Plans. Begin research on notable EAPs.
• Review industry standards. Begin research on finding resources to inform programs of industry standards
• Review field & administration-based simulations. Research resources, cite examples.
• Schedule meeting with City of Bainbridge Island’s emergency response team
• Review notes from WRPA’s RMS.
• Review ski bus risk management
• Shadow snowshoeing / hiking trips
• Stevens Pass - Co-led Youth Ski bus
• Coffee/lunch meeting with guest industry professional
• Assist in planning media for Outdoor Programs

Week 4 (1/28-2/3):
• Continue Emergency Action Plan research. Begin discussions for improvement.
• Continue industry standards research. Begin discussions for improvement.
• Present list of notable field & administration-based simulations, citing resources and references.
• Run practice Tabletop crisis response / EAP scenario. Debrief.
• Stevens Pass - Co-lead Youth Ski bus
• Shadow snowshoeing / hiking trips
• Coffee/lunch meeting with guest industry professional
• Plan media for Outdoor Programs (W/S)
Week 5 (2/4-2/10):

- Present list of EAP recommendations for improvement.
- Audit existing outdoor programs practices vs industry standards. Debrief with coordinators for suggestions and improvements. Begin work on recommendations.
- Run practice small scale field simulations. Debrief. Modify for improvements.
- Coffee/lunch meeting with guest industry professional
- Shadow snowshoeing / hiking trips
- Stevens Pass - Lead Youth Ski bus
- Attend Safety Committee meeting

Week 6 (2/11-2/17):

- Update EAP. Add references and citations.
- Update industry standards for all outdoor programs, involve feedback from coordinators.
- Coffee/lunch meeting with guest industry professional
- Shadow snowshoeing / hiking trips

Week 7 (2/18-2/24):

- Midterm eval
- Prep for Outdoor Recreation Summit (Friday 23rd) presentation
- Flex time for previous projects.
  - Update EAP. Add references and citations.
  - Update industry standards for all outdoor programs, involve feedback from coordinators.
- Coffee/lunch meeting with guest industry professional
- Shadow snowshoeing / hiking trips
- Crystal Mountain Youth Ski Bus – Orientation / shadowing

Week 8 (2/25-3/3):

- Debrief Outdoor Recreation Summit.
- Schedule all coordinator EAP / RM training.
- Schedule Tabletop for fellow managers.
- Flex time for previous projects.
  - Update EAP. Add references and citations.
  - Update industry standards for all outdoor programs, involve feedback from coordinators.
- Coffee/lunch meeting with guest industry professional
- Schedule updates to all outdoor program EAPs. Begin polish.
- Shadow mountain bike programs
- Crystal Mountain Youth Ski Bus – Shadow

Week 9 (3/4-3/10):

- Coffee/lunch meeting with guest industry professional
- Review summer staff training materials. Research resources, cite examples.
• Shadow mountain bike programs
• Crystal Mountain Youth Ski Bus – Co-Lead
• Run Tabletop and field sims for all coordinators (flex time)
• Run Tabletop for fellow managers (flex time)
• Continue updating/polishing all outdoor program EAPs.
• Attend Safety Committee meeting – schedule talk about EAPs and Table Top sims. Present progress. Inquire to set up a tabletop scenario for the next meeting or earlier. The goal is to highlight the importance of being prepared and having a crisis communications plan.

**Week 10 (3/11-3/17):**
• Present list of summer staff training materials, citing examples.
• Run tabletop and field sims for all coordinators (flex time)
• Run tabletop for fellow managers (flex time)
• Continue updating/polishing all outdoor program EAPs. Include lists of field sims and tabletops.
• Update Outdoor Program media plan.
• Coffee/lunch meeting with guest industry professional
• Co-lead mountain bike programs
• Media for birding programs
• Crystal Mountain Youth Ski Bus – Co-Lead

**Week 11 (3/18-3/24):**
• Begin design on in-house staff training refresher.
• Design marketing plan for 5-sport program. Research data tracking and analysis for measuring effectiveness of marketing plan.
• Schedule Rec. Division tabletop sim.
• Review budgeting, program design. Implement Findingson 5-sport program or a new self-selected program. (flex)
• Coffee/lunch meeting with guest industry professional
• Co-lead mountain bike programs
• Crystal Mountain Youth Ski Bus – Lead

**Week 12 (3/25-3/31):**
• Work on professional portfolio development, resumes, etc.
• Implement marketing plan for 5 sport programs. Research data tracking and analysis for measuring effectiveness of marketing plan.
• Continue design on in-house staff training refresher.
• Train Summer and Fall program staff
• Implement Rec Division tabletop sim. Debrief. (flex)
• Coffee/lunch meeting with guest industry professional
• Co-lead mountain bike programs
• Crystal Mountain Youth Ski Bus – Lead
• Revamp staff training for summer/fall programs

**Week 13 (4/1-4/7):**
• Further polish professional portfolio development, resumes, etc.
• Implement in-house staff training refresher.
• Implement Rec Division tabletop sim. Debrief. (flex)
• Coffee/lunch meeting with guest industry professional
• Lead mountain bike programs
• Co-lead mountain bike programs

**Week 14 (4/8-4/14):**
• End term evaluation
• Finalize professional portfolio development, resumes, etc.
• Design administration and field simulations for Summer/Fall programs
• Coffee/lunch meeting with guest industry professional
• Lead mountain bike programs
• Shadow foraging / shell fishing programs