

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
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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.
- Run practice Tabletop crisis response / EAP scenario. Debrief.
- 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.
- Run practice field simulations with coordinators. Debrief. Modify for improvements.
- Run practice Tabletop crisis response / EAP scenario with outside parties. Debrief.
- 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.
 - Run practice field simulations with coordinators. Debrief. Modify for improvements.
 - Run practice Tabletop crisis response / EAP scenario with outside parties. Debrief.
- 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.
 - Run practice field simulations with coordinators. Debrief. Modify for improvements.
 - Run practice Tabletop crisis response / EAP scenario with outside parties. Debrief.
- 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 Findings on 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
- 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