



Internship Job Description Therapeutic Recreation Services

General Description: The Therapeutic Recreation Intern's role in this organization is to assist in all aspects of programs and administration. He/she will be supervised by a CTRS, while performing various job tasks as outlined by the NCTRC. Based on experience, the intern may also serve in a leadership role, as an activity/ program coordinator. The intern will also provide information on current trends in therapeutic recreation services, through projects, presentations, and staff in-services. Outdoors for all adheres to NCTRC Standards and Procedures that the intern will be professionally eligible for certification.

Qualifications: Affiliation with a college or university. (Interns will be accepted without affiliation by special arrangements). Intern applicants must be attaining a degree in Therapeutic Recreation as seen eligible by NCTRC. Completion of a minimum of junior year of college. Ability to instruct or lead individuals or groups in outdoor recreation activities in a variety of terrains, weather, and situations. Good physical condition. Knowledge and experience in one or more of the following: cycling, hiking, camping, rock climbing, water-skiing, rafting and paddling (summer only); downhill skiing, snowboarding, cross country skiing or snowshoeing (winter only). Current First Aid and CPR certification (or willingness to obtain within first 2 weeks of internship). Basic computer processing skills including *MS Office*.

Responsibilities / Internship Tasks:

- Attend appropriate training sessions and clinics for specific programs.
- Adhere to agency policies and procedures.
- Complete assessments, monitor functioning and progress of participants, create individualized program plans, and evaluate and document processes.
- Assist in planning, managing, implementing, and evaluating programs and services.
- Promote the agency, TR services and profession by providing education and support to participants, volunteers, donors, and relevant others.
- Work with the program team (service team) to assist, develop, and evaluate programs as needed.
- Deliver adaptive recreation to participants with disability of all ages and disabilities.
- Maintain records pertinent to the internship including orientation materials, log of hours, evaluations, assignment and projects.
- Complete assignments as given by intern supervisor. Attend weekly intern and bi-weekly staff meetings. Plan and present at least one disability awareness training during selected staff meetings. Complete a significant project (chosen or assigned) and conduct a 20 minute in-service presentation (to staff and/or board of directors) on the design, process and outcome of the project. Participate in program and internship evaluations.

Additional Recommended Skills/Licenses: Driver's License, proof of insurance, and available transportation.

Time Requirement: 14 consecutive week internship, 560 hours; 35-40 hours per week. Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and occasional weekend work.

Compensation: \$100/week stipend totaling \$1,400 available for Therapeutic Recreation internship positions. *due to budgeting constraints, must be confirmed with site supervisor.