



## 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 leader. The intern will also provide information on current trends in therapeutic recreation services, through projects, presentations and staff in-services.

**Qualifications:** Affiliation with a college or university. (Interns will be accepted without affiliation by special arrangements). Majoring in Therapeutic Recreation or related field. Completion of a minimum of junior year of college. Ability to instruct or lead individuals or groups in outdoor recreation activities. 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). Ability to act as a liaison for Outdoors for All by providing program specific information and services to Outdoors for All volunteers and participants, partner organization, donors, and the public at large. Basic computer processing skills including *MS Office*.

**Responsibilities:** Attend appropriate training sessions and clinics for specific programs. 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 15 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. Have fun!

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

**Time Requirement:** A minimum of twelve weeks is required in which the intern will work forty hours per week, averaging four or five days a week. Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and occasional weekend work.

**Compensation:** Small stipend available for summer internship positions. Internships with Outdoors for All offer a great deal of hands on experience.