



**CITY OF COLLEGE STATION**  
invites applications for the position of:

**Athletics and Tourism Intern  
Parks and Recreation Department  
Summer 2020**

**PAY RATE:** \$8.00/hour

**OPENING DATE:** January 1, 2020

**CLOSING DATE:** March 6, 2020

**INTERNSHIP DURATION:** May – August 2020

**INTERNSHIP SUMMARY:**

The Parks and Recreation Athletics and Tourism Intern is a qualified undergraduate or graduate student majoring in Parks and Recreation, Sport Management, or a related field. The goal of the internship is to provide the student a worthwhile experience in the programming and administration of athletic programs and special events in a municipal setting.

The Parks and Recreation Athletics and Tourism Intern performs a variety of duties including, but not limited to, customer service, equipment preparation, facility operations, program development, administration, event planning and supervision. In addition, interns are responsible for daily duties as deemed necessary for the successful operation of the office.

**Internship Guidelines**

1. The intern will be assigned to a supervisor who will develop a work schedule and a summary of responsibilities for the intern prior to the start date.
2. The supervisor will orient the intern on the policies, procedures and philosophies of the City of College Station Parks and Recreation Department (here after referred to as CSPARD or the Department).
3. The supervisor will be responsible for evaluating the job performance of the intern on a bi-weekly basis and conduct meetings to assess the progress of the intern.
4. The City of College Station will follow guidelines set forth by the intern's university and supervisor.

**University Supervisor Responsibilities**

The City of College Station encourages the University supervisor to be actively involved. We would like frequent communication between the University supervisor and the City of College Station during the period of the internship. This may be accomplished by personal visits, telephone conversations or a combination of both. We would appreciate a list of your intern requirements, as well as deadline dates for the student's work.



## **CITY OF COLLEGE STATION PARKS AND RECREATION**

Welcome:

We are pleased that you are interested in being a part of the College Station Parks and Recreation Department. We are a Nationally Accredited Department (since 2007) that focuses on excellent customer service and providing the highest quality staff, programs, and facilities to the public. The City of College Station is host to an outstanding park system that boasts numerous facilities for active and passive recreation, including athletic and recreational facilities, meeting places, and event venues.

College Station's parks and recreation facilities are all about bringing families and neighbors together. Whether it's at the play area down the street, our local swimming pools, a baseball or soccer field, or one of the many trails, people of all ages gather to play, learn, and enjoy one another.

One thing that makes the College Station Parks and Recreation system so special is the quality of the staff that works day to day to make sure that the facilities and programs offered are the best possible. This is recognized not only by the citizens who use them on a daily basis, but across the state and nation. College Station has been recognized several times on the national and state level by the Amateur Softball Association and the Texas Amateur Athletic Federation for tournament excellence.

Our Department is guided by a passion for public service, for doing the right thing, and being as fiscally conservative as we can while still providing outstanding facilities and services that the residents have come to look forward to and expect.

Best regards,

David Schmitz, CPRP, CPSI, AFO

Director



## **Mission Statement**

“To provide a diversity of facilities and leisure services which are geographically and demographically accessible to our citizens.”



## **Department Summary**

- ❖ 58 Parks (52 developed)
- ❖ 1,364.22 Acres of Park Land
- ❖ Over 450 Recreational Programs
- ❖ “World” Headquarters at Stephen C. Beachy Central Park
- ❖ CAPRA Accredited (1 of 16 in Texas)
- ❖ \$11 Million Budget



## Internship Opportunities

The intern will have the opportunity to gain experience in areas that include, but are not limited to, the following:

1. Planning, implementing and evaluating of youth and adult sports leagues in which the primary responsibility of the program falls under CSPARD, as well as sports leagues in which the Department acts only as the facilitator. Specific duties include:
  - a. Program budgeting
  - b. League scheduling
  - c. Youth sport player evaluation and draft process
  - d. Employee training and supervision
  - e. Communication practices with staff and external entities
  - f. League surveys and policies regarding implementation of participant-desired changes
  - g. Sport association practices and the policies concerning facility reservations
  - h. Policies concerning the usage of College Station Independent School District and Texas A&M University facilities
2. Planning, implementing and evaluating of events hosted by CSPARD, as well as those hosted by other entities who rent Department facilities. Specific duties include:
  - a. Event planning
  - b. Event budgeting
  - c. Communication with staff and external entities
  - d. Policies concerning availability of dates and facility reservations
  - e. The event bidding process in relation to organizations in which CSPARD is an eligible host site
  - f. Facilitation of hotel and hospitality arrangements in partnership with Bryan College Station Sports and Events
  - g. Policies concerning the usage of College Station Independent School District and Texas A&M University facilities
3. CSPARD Tourism Division budgeting and the financial policies, procedures and practices followed by staff members.
4. Procedures regarding facility rentals.
5. Purchasing and the policies regarding the reconciliation of receipts, non-taxable meal forms, travel forms, and the travel pre-approval process.
6. Involvement in state and national organizations.
7. Department maintenance practices and education regarding athletic facility operations.
8. Duties of Site Supervisors during nightly sports league operations, and weekend staff responsibilities.
9. Department staff and Supervisor meetings.
10. Creation and evaluation of CSPARD contracts and routing procedures.
11. Responsibilities concerning risk management practices.
12. CSPARD hiring procedures and all duties that involve Human Resources.
13. Facilitation of promotional materials and strategies with assistance from the CSPARD Marketing Coordinator.
14. Overview of operation of other CSPARD divisions including Aquatics, Southwood Community Center, Meyers Senior & Community Center, Lick Creek Nature Center and Lincoln Recreation Center.
15. Clerical responsibilities to include answering phones and usage of office equipment.
16. Resume review and feedback, suggestions regarding building a cover letter, and interview preparation.
17. Other duties as assigned.

## Frequently Asked Questions

- **Where is everything?** Maps are provided in some of the guides and brochures. When you arrive someone will show you where most of our facilities are located, but learning street names and having a map are great aids.
- **What will my responsibilities be?** To see that your assignments are carried out to the very best of your ability.
- **How do I find out about CSPARD programs and events?** The website [www.cstx.gov/parks](http://www.cstx.gov/parks) is a great tool as all information is listed online. Additionally, printed materials are available on-site at most park locations.
- **How do I find out about policies and procedures?** Take time to ask questions before you act. You will attend a new employee orientation.
- **Do I get an office?** A work area will be established when you arrive, based on who your direct supervisor will be.
- **Where do I go for supplies?** There is a central storage area where you may obtain basic supplies, such as pens, paper, etc. If you need any addition supplies that cannot be found in storage, please let us know.
- **What if I am sick?** Call your supervisor first thing in the morning. Inform them of any commitments you have for the day so that arrangements can be made.
- **What about lunch?** How long depends on your schedule and workload. Normal lunch is approximately one hour for an eight hour work day.
- **What about transportation?** It is up to you to provide transportation to and from work. Department vehicles are used for assigned task only and will be provided if needed.
- **What about housing?** You will have to arrange your own housing during your internship.
- **What do I wear?** Dress will depend upon specific assignments; however, normal dress is business casual. When working outdoors, dress accordingly. The same thing would hold true for program assignments, office work, meetings, etc. If you have any questions ask your Supervisor.
- **When will I be evaluated?** You will be evaluated by your Tourism Division Supervisor upon the completion of the internship.



## Athletics and Tourism Internship Application

*Please attach resume, cover letter and any supplemental materials to this application packet.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Street

City

State

Zip

Permanent Address: \_\_\_\_\_

Street

City

State

Zip

Name of College/University: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Major: \_\_\_\_\_

Will you be taking university courses during the internship? \_\_\_\_\_

If so, please list the day and times of all courses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

University Internship Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Internship Goals**

Please list three goals that you hope to accomplish by the completion of the internship:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

For goal #1, what measures and objectives will you utilize to determine whether you accomplished this goal?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For goal #2, what measures and objectives will you utilize to determine whether you accomplished this goal?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For goal #3, what measures and objectives will you utilize to determine whether you accomplished this goal?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supplemental Questions**

Do you have any prior experience in working with municipal or collegiate programs or events? If so, please briefly describe examples of your experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your career goals?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any other commitments that would prevent you from being present at work during any requested hours?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As an APPLICANT of this Internship Program, I agree to follow all necessary policies and procedures set forth by the City of College Station and the University I represent. **I realize that failure to do so could be grounds for termination of my internship with the Parks and Recreation Department Athletics and Tourism Division and failure of my University course. Therefore, I agree to:**

- Maintain a good working relationship with the Parks and Recreation Department Tourism Division Supervisor and all City employees.
- Show up to work on time and work my agreed upon schedule.
- Represent myself and my University in a positive and professional manner.
- Communicate effectively with the Internship Supervisor, and my University professor and advisor.
- Have transportation to and from the work location.
- All other necessary duties and tasks assigned to me by either the Parks and Recreation Department Athletics and Tourism Division or my University.
- **Submit my application by March 6, 2020**
  - **Via email to [kkwiatkowski@cstx.gov](mailto:kkwiatkowski@cstx.gov)**
  - **In-person at 1000 Krenek Tap Road, College Station, 77840**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date