



Internship Program

1206 Kessler Mill Rd

Salem VA 24153

www.RoanokeCountyParks.com/Internships



Roanoke County Parks, Recreation and Tourism – Mission

Our vision is to build the Roanoke County Parks, Recreation and Tourism system that is centered on meeting the community values of high quality parks, recreation facilities, programs and events. Our vision is to support our residents' needs and desires for cost effective and accessible parks and programs for people of all ages with best in class customer service contributing to high economic value and pride for living and working in the County.

History

In 1968, Roanoke County developed a plan calling for the creation of the Parks and Recreation Department for the purpose of providing quality recreation and education opportunities for its citizens. As a result, numerous recreation facilities and county parks have been developed to offer a wide variety of activities to residents. Therapeutic Recreation was added in 1976, and Tourism was added in 2001, turning Parks and Recreation into Parks, Recreation and Tourism (PRT). Today, the department provides a wide variety of leisure services and facilities for the 90,000 residents of Roanoke County.

Roanoke County has 22 community parks and seven regional parks. These parks including picnic shelters, sports fields, disc golf, hiking and biking trails, an equestrian center, fishing, water access for canoeing/kayaking/SUP, camping, and playgrounds.

The County has three small facilities and four regional facilities that include indoor and outdoor pools, picnic shelters, fitness and wellness equipment, pottery and art studios, gymnasiums, rental space and multipurpose rooms.

The Roanoke County Board of Supervisors appoints the thirteen-member Parks, Recreation and Tourism Advisory Commission. The Commission: 1) acts as the advisory body to the Director of Parks and Recreation; 2) makes recommendations to the Board of Supervisors and County Administration after consultation with the department director ; 3) cultivates and maintains a well informed and continuous understanding of department services, appreciation for the related needs of all residents, and effective and active public relations/community involvement program

Internship Overview

The duration of an internship with PRT will be 12-14 weeks, up to 40 hours a week. *PRT will work with college and universities on additional requirements.*

Areas of Study

Roanoke County Parks, Recreation, and Tourism can offer internships in the following areas:

- Recreation Administration
- Recreation Leadership
- Therapeutic Recreation
- Outdoor Recreation
- Environmental Science/Studies

- Health and Physical Education/ Human Performance
- Personal Training
- Coaching
- Health Sciences
- Early Childhood Development
- Communication and Media
- Marketing
- Business/Business Administration

Successful Roanoke County Parks, Recreation, and Tourism interns have gone on to get full time positions as Certificated Therapeutic Recreation Specialists in community and clinical setting, marketing with public and private organizations, Outdoor Programmer for public and private organizations, National Park Ranger, Adventure Guiding, Resort Hospitality, Architectural Design business owner, University and College Special Events, and Athletic Coordinator.

Qualifications:

The student will be considered for internship placement and full time field experience will occur after successful completion of all academic coursework required by the college or university and the following criteria:

- Completion of the PRT intern application and hiring process
- Successfully complete a background and child protective services check, as needed
- Compliance with all Roanoke County Employee training criteria and specific paperwork
- Willingness and ability to work a flexible schedule to include any combination of days, evenings, and weekends as needed by PRT

Interested students will apply for an internship through the Roanoke County application available at Roanoke County webpage :

<https://www.governmentjobs.com/careers/roanokeva>

Interns will go through an interview process, with the most qualified person being selected. A written internship contract must be signed by the PRT intern supervisor, the student, and a representative of the college, or university.

Interns will be evaluated at the mid-term and completion of their internship, as required by their college or university.

Internship Goals & Objectives:

Goal of an Internship with Roanoke County Parks, Recreation and Tourism:

To provide the student with a practical learning experience in aspects of working in a local government recreation department.

The PRT internship will help prepare the student with the required amount of educational experience for a career by providing a well-organized, diverse, and meaningful hands-on experience. It will also include a complete overview of the agency, the delivery of services, and the opportunity for the student to develop professionalism in delivering services to a community through parks, recreation and tourism.

PRT is committed to the following:

- Providing a qualified internship supervisor
- Providing educational opportunities throughout the PRT Department
- Encouraging high standards of performance
- Providing opportunities for growth, providing feedback, and evaluations of performance
- Growing and improving as an agency

The PRT intern will have the opportunity to benefit from and gain practical experience in their field of study. Each PRT section has an intern specific manual available. All interns will experience various parts of local government recreation, including; youth and adult programs, marketing, tourism, outdoor programs, therapeutic recreation, special events, athletics, wellness, and parks and turf management. All interns are required to complete a special project for PRT that meets the needs of the department and provides an educational experience for the student.

County Policies & Procedures:

Interns are expected to conduct themselves in a professional manner, reflective of the policies and procedures set forth by the County of Roanoke. A complete set of policies and procedures can be found at: <http://cafe.co.roanoke.va.us/HR/Documents/EmployeeHandbook.pdf>

Compensation

Compensation is available through some departments. Contact the internship supervisor for more information.