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About Mecklenburg County Park & Recreation Department (MCPRD)

The Mecklenburg County Park and Recreation Department is home to more than 210 park and facilities located on more than 17,600 acres of parkland throughout Mecklenburg County. The department is also responsible for 27 recreation centers, 5 public golf courses, 3 indoor pools, 2 outdoor pools, 3 nature preserves, a public campground and disc golf courses. The formal branches of the Park and Recreation Department include:

- Natural Resources
- Enterprise
- Community and Recreation Center Section
- Park Operations
- Park Services
- Greenway Development
- Planning
- Administration

About the Therapeutic Recreation Section

The Therapeutic Recreation Section of MCPRD is one of the largest community-based TR programs in the state of North Carolina. The TR Section currently employs 9 full-time professional staff, all of whom hold state licensure through the North Carolina Board of Recreational Therapy Licensure (LRT) and national certification through the National Council of Therapeutic Recreation Certification (CTRS).

The Therapeutic Recreation Section staff members focus their programming efforts on citizens of Mecklenburg County who have disabilities. Some of the diagnoses addressed by the Therapeutic Recreation Section include: Down Syndrome, cerebral palsy, traumatic brain injury, visual impairments, hearing impairments, autism, ADHD, learning disabilities, spina bifida and other developmental and physical disabilities.

Programs offered through the TR Section are broken down into the following categories:

- Social Programs
- Adaptive Sports Programs
- Outdoor/Nature Programs
- Instructional Programs
- Educational Programs
- Community Programs
- Summer Days Camps/Out of School time
Goals of the Mecklenburg County Park and Recreation Therapeutic Recreation Section Internship Program

- To assist Universities in the education of future therapeutic recreation professionals in a community setting.
- To help interns acquire skills and competencies needed for the practice of therapeutic recreation.
- To help interns discover their strengths and limitations and prepare them for practical work-related situations within the field of therapeutic recreation.
- To help interns develop an awareness of the total range of the fields of practice (i.e., methods, activities, and settings) and to help interns gain a better understanding of the day to day operations of the department.
- To provide interns with opportunities for practical experiences in therapeutic recreation with professional supervision and guidance.
- To provide the opportunity for exchange of ideas between professionals and interns.

Responsibilities of the Intern

- Possess sufficient education, fieldwork, and observation experience meeting school requirements to be eligible to apply for an internship.
- Have no other conflicting commitments during the 15 week, 600 hour internship. Interns must be available to work at all times, including weekdays, evenings, and weekends as scheduled by the intern supervisor.
- Respect the MCPRD-Therapeutic Recreation Section's philosophy, methods, leadership and programs.
- Represent the Mecklenburg County Park and Recreation Department in a professional manner, provide creative ideas, and learn from every opportunity provided. The intern must be willing to spend the time it takes to complete work properly, with pride and enthusiasm.
- Become familiar with and adhere to the policies and procedures pertaining to the Mecklenburg County Park and Recreation Department.
- Accept responsibility for the duties and assignments outlined by the intern supervisor, by meeting all project timelines and due dates.
- Prepare for meetings with the internship supervisor, by being prepared to ask questions and present constructive ideas, as well as share honest feelings and reactions.
- Acquire the knowledge, skills and abilities for practicing therapeutic recreation by following the Department’s performance schedule with increasing autonomy and independence.
Responsibilities of the Mecklenburg County Park & Recreation Department Therapeutic Recreation Section

- Provide the intern with a high quality, well rounded, 15 week, 600 hour therapeutic recreation internship that will support the professional growth, experience and development of the intern.

- Follow the Internship Guidelines set forth by the National Council for Therapeutic Recreation Certification (NCTRC).

- Provide the intern an opportunity to gain practical experience under the professional leadership of an internship supervisor who is certified through NCTRC, with at least one year of experience in therapeutic recreation practice, and at least one year of employment with MCPRD – TR Section. Internship supervisors must hold and maintain national certification (CTRS), and state licensure (LRT) according to North Carolina law.

- Respectfully treat the intern as a professional-in-training and prepare the MCPRD-Therapeutic Recreation Section staff for the intern's arrival as such.

- Follow internship guidelines set forth by the university or college.

- Communicate regularly with the academic supervisor about the student's progress.

- Provide a formalized professional orientation program for the intern. Educate the intern about the Department's programs, facilities, resources, policies and procedures, and administration of MCPRD.

- Provide duties and responsibilities that make the student feel valued and needed, and which include all aspects of the TR process.
Responsibilities of the College or University Internship Coordinator

- Send an internship contract or agreement from the college or university before the beginning of the internship.

- Provide the MCPRD-Therapeutic Recreation Section with updated school internship manuals.

- Make the MCPRD-Therapeutic Recreation Section aware of college criteria for internship evaluation by providing the internship supervisor with all the necessary forms for the evaluation and graded portion of the internship.

- Monitor the student’s internship experience, through weekly reports, telephone consultations and site visits.

- Evaluate all assignments, written reports, evaluations and assign final grade, in consultation with the internship supervisor.

- Understand the MCPRD-Therapeutic Recreation Section’s programs, program goals and objectives.
Internship Information

The Therapeutic Recreation Section of Mecklenburg County Park and Recreation Department strives to provide its interns with a training experience that is of practical benefit to those entering the therapeutic recreation work force. We value our interns, both as the professionals of the future and for the services they provide today. Interns are encouraged to ask questions and make suggestions about any TR Section or MCPRD function or service.

General Conduct –
• Interns are entering the final part of their education and experience before joining the professional world, and are expected to behave accordingly.
• All interactions, both verbal and written, should reflect a professional attitude.
• Interns are expected to behave in an honest and ethical manner regarding their supervisor, other staff, and program participants.
• Work schedules are to be followed consistently. Any change in the intern’s schedule must be initiated or approved by the supervisor.
• Interns must follow all County and Departmental policies, including:
  ▪ Adhering to the County’s dress code
  ▪ E-mail and internet usage policies
  ▪ Confidentiality

Working Conditions –
• Interns are not employees of the Department, and therefore are not eligible for salary or benefits.
• Interns are not covered by Mecklenburg County’s liability insurance during the course of their internship. Students must provide proof of professional liability insurance coverage two weeks prior to the beginning date of the internship.
• Interns must provide their own transportation to and from their workplace, including any additional locations to which they must travel during the workday.
• Interns will receive an outline of their duties which relates directly to their level of time commitment and level of skill.
• Interns are expected to work a 40-hour week, which may include evenings and/or weekends, according to the duties to which they are assigned.
• Under no circumstances will interns be solely responsible for children or for transporting participants in their own or the Department’s vehicles.
• The internship supervisor is responsible for providing quality supervision, and will therefore make every effort to provide constructive and positive direction so that learning can occur in a supportive manner. It is the intern’s responsibility to use supervision in an open, honest manner by bringing issues to be discussed to the supervisor.

Housing –
• Mecklenburg County Park and Recreation does not provide housing to student interns.
• If requested, staff will gladly assist interns in searching for an apartment or other living arrangements.

Evaluations –
• The formal evaluation process will be agreed upon by the intern’s academic supervisor and the Therapeutic Recreation Section.
• Mid-term and final evaluations will be completed by both the intern and supervisor, with input from other TR Section professional staff having contact with the intern.
**Discipline** –

- If unsatisfactory behavior or performance is observed, the supervisor will initiate a progressive disciplinary process to prevent the conduct or performance from becoming a consistent problem.
- The intern will be provided with the guidance necessary for improvement of their conduct or performance, and a timeframe for such improvement to be made.
- If the intern’s conduct or performance fails to show improvement in the time allowed, the supervisor may initiate dismissal.
- If disciplinary action is taken, the affected intern and their academic supervisor shall be informed of the procedures for expressing any concerns or grievances.

**Dismissal of an Intern** –

- Interns who do not adhere to the policies and procedures of the Department, or who fail to satisfactorily perform their assignment are subject to dismissal.
- Interns will not be dismissed until the intern has had an opportunity to discuss the reasons for possible dismissal with their TR Section supervisor and their academic supervisor, as well as the TR Manager or Senior TR Manager.
- Prior to dismissal of an intern, the supervisor will seek the consultation, assistance and approval of the Senior TR Manager.

**Reasons for Dismissal** –

Possible grounds for dismissal may include, but are not limited to, the following:

- Absence from set work schedule without prior notification of supervisor.
- Failure to abide by Department policies and procedures.
- Failure to satisfactorily perform assigned duties.
- Gross misconduct or insubordination.
- Being under the influence of alcohol or drugs.
- Physical or verbal mistreatment or abuse of participants or co-workers.
- Misuse or abuse of the Department’s confidentiality policy.
- Theft of property or misuse of Department equipment or materials.

**Resignation** –

- Interns may resign from their internship with the TR Section at any time.
- It is requested that interns who intend to resign provide fourteen calendar days written notice of their departure and a reason for their decision.
Intern Assignments
All internship assignments required by Mecklenburg County Park and Recreation Department’s Therapeutic Recreation Section will be in addition to the requirements of the student’s College/University.

General Duties –
- Weekly meeting with immediate internship supervisor (hereafter Supervisor) – Discuss responsibilities, progress, questions, concerns and schedule.
- Internship Goals – Submit 5-7 personal goals for the internship, due at end of week 1.
- Weekly Report – Narrative report submitted to Supervisor each Monday, the final report due on Friday. Report will consist of:
  - Summary of experiences, meetings, etc.
  - Upcoming responsibilities
  - Personal highlights and feelings
  - Future direction and goals
- Weekly timesheet – May be consistent with university requirements.
  - Timesheet is due to Supervisor by designated deadline. Any changes to the schedule that come up after the deadline must be submitted immediately in writing to Supervisor for approval.
- Mid-Term Report – Summarize the first half of the intern experience, due at 7 weeks.
- Intern Notebook – Compile and organize a notebook of all information obtained, to be submitted to Supervisor at beginning of week 15.
- Assist with existing programs as assigned by Supervisor, including preparation, set-up, implementation and breakdown.
- Perform all aspects of leading a program, as agreed with Supervisor, including development, marketing, planning, registration of participants, assessment, implementation and evaluation.
- Evaluations – Complete agency mid-term and final evaluations of self, Supervisor and intern experience.

Professional Contacts –
- Attend all TR Section staff meetings.
- Attend one (1) Therapeutic Recreation Advisory Council (TRAC) meeting.
- Attend one (1) Focus Area Leadership Team (FALT) meeting.
- Attend two (2) participant or parent/caregiver support group meetings.
- Conduct three (3) site visits and write a brief report on each experience. Facilities should be outside of MCPRD, and should employ a CTRS or other credentialed professional related to TR, as agreed upon with Supervisor. Visits and reports to be completed by week 10.

Projects –
- All assigned projects shall be of value to the intern and the Therapeutic Recreation Section. Specific projects will reflect the current needs of the TR Section. Projects will be determined by the Supervisor, in agreement with the intern’s academic supervisor and the TR +Manager.
- Short Term Project – plans completed during week 2, project completed by end of week 7 and presented as a staff in-service.
- Long Term Project – plans completed during week 3, project completed by beginning of week 15 and presented as a staff in-service.
Description and Examples of Projects:

Short Term –
All short term projects shall consist of an involved case study of an individual, leading to the planning and implementation of a TR program for that individual. Components of the project are:
• Participant assessment: history, diagnosis, disability information, leisure lifestyle and interests, etc.
• Individualized therapeutic recreation goals and objectives, with suggested activities.
• Lesson plans for actual activity to be implemented, including necessary adaptations.
• Progress notes on each session.
• Final evaluation of progress made and success of the activity.

Long Term –
The intern shall choose one of the following projects, as agreed upon with Supervisor:
• Development, implementation and evaluation of a community-based TR program, based on market analysis including needs survey, focus groups, etc. To include: following proposal process; contact with potential community partners; facility reservations; lesson plans with goals and objectives; marketing materials; participant registrations; evaluation tools.

• Analysis of trends in the therapeutic recreation profession, including a study of trends in the Mecklenburg County community and comparison/contrast with overall TR trends.

• Development of marketing strategies for the TR Section as a whole and for TR Section programs; and development of marketing tools which may include: flyers, newsletters, webpage and other electronic media, news releases, etc.

Note: Long term projects are subject to change according to the needs of the TR Section and/or the populations being served. Additional projects ideas can be discussed with Supervisor based on the current needs of the Section.
Outline of MCPRD – TR Section Internship

**Week 1 –**
- Orientation to facilities, programs and staff.
- Review of specific County and MCPRD policies provided by Supervisor: confidentiality, dress code, e-mail and internet use, and safety plans.
- Review of intern responsibilities.
- Review of instructions for completing and submitting weekly schedule to Supervisor.
- Review of Outlook e-mail, calendar, and scheduling functions.
- Review of MCPRD Intranet.
- Review of Terminology List provided by Supervisor.
- Review of forms to be used, including evaluations, etc provided by Supervisor.
- Review of Tasks to be Accomplished (TTBA) list provided by Supervisor.
- Discuss goals for internship with Supervisor – 5-7 personal goals due by end of week 1.
- Discuss short term and long term project ideas.
- Begin observation of program groups and gathering of information for program planning.

**Week 2 –**
- Continue observation of programs.
- Make appointments to meet with each staff member of the TR Section, to discuss their responsibilities and program focus areas.
- Review of general functions of programs within CLASS system.
- Review of program registration policies and procedures for entering into CLASS system.
- Begin making contacts with outside facilities for site visits.
- Determine staff meeting schedule and set calendar.
- Gather information about support groups, and set schedule for attending meetings.
- Finalize plans for short term project, with Supervisor approval, and begin gathering of information.
- Begin compilation of intern notebook.

**Week 3 –**
- Continue observation of programs.
- Continue gathering of information for short term project.
- Observe a participant assessment by TR Section staff.
- Review of procedures for completing and submitting a Purchase Order and Communal Purchase Order requests.
- Begin development of program ideas for intern leadership.
- Begin outside facility visits.
- Conduct visits of MCPRD facilities as assigned by Supervisor, taking note of possible accessibility issues and/or superior accommodations or adaptive equipment.
- Finalize plans for long term project, with Supervisor approval, and begin gathering of information.

**Week 4 –**
- Complete program planning for intern leadership, including determination of target population, location, dates, times and fee. Create program description and flyer for marketing.
- Begin assisting TR Section staff with existing programs.
- Review of procedures for completing a deposit.
- Review of MCPRD Strategic Plan and FALT Team purposes and processes, provided by Supervisor.
• Contact Therapeutic Recreation Section Senior Manager to make arrangements to attend a FALT Team meeting.
• Continue gathering information for short term project.
• Continue MCPRD facility visits and outside facility visits.
• Complete meetings with TR Section staff.

**Week 5**
• Continue with program assistance. Complete detailed lesson plans for leadership program, and submit to Supervisor for review and feedback.
• Begin marketing of planned program.
• Complete MCPRD facility visits.
• Continue outside facility visits.
• Complete gathering of information for short term project, including assessments, group meetings, contacts, etc. as needed.
• Complete gathering of information for long term project.

**Week 6**
• Continue with program assistance, becoming more involved in leadership.
• Plan one full session of activities for an ongoing program, with approval of program leader.
• Compile information for short term project, and submit to Supervisor for review and feedback.
• Begin preparation for short term project presentation.
• Prepare mid-term reports and evaluations, for submission during Week 7.
• Continue marketing of planned intern leadership program.
• Begin implementation aspect of long term project, if applicable.

**Week 7**
• Submit finalized short term project and complete presentation for TR Section staff.
• Complete and submit mid term report and evaluations.
• Continue gathering of information for long term project, if applicable.
• Assume leadership of one or more activities at an ongoing program.
• Complete marketing and begin registration for planned intern leadership program.

**Week 8**
• Continue with program assistance/activity leadership.
• Complete comparison report on outside facility visits.
• Continue compilation of information or program implementation for long term project.
• Continue registration for planned leadership program. Fine-tune lesson plans.

**Week 9**
• Continue with program assistance, assuming leadership of one or more activities, to include planning, adaptation and implementation.
• Complete evaluations on two (2) programs or program dates.
• Continue compilation of information or program implementation for long term project.
• Complete registration for planned program. Confirm registrations and determine adaptations as needed.
• Begin implementation of planned program.
**Weeks 10-11 –**
- Continue with program assistance, assuming leadership of one or more activities, to include planning, adaptation and implementation.
- Continue working toward completion of long term project.
- Continue implementation of planned program.

**Week 12 –**
- Continue with program assistance, assuming leadership of majority of activities, to include planning, adaptation, implementation and evaluation.
- Continue working toward completion of long term project.
- Continue implementation of planned program.
- Complete all support group visits by this week.

**Week 13 –**
- Continue with program assistance, assuming full leadership role (TR Section staff will assist).
- Continue working toward completion of long term project.
- Complete implementation of planned program.
- Complete evaluation of planned program.
- Begin compilation of information for final project presentation.

**Week 14 –**
- Continue with program leadership, assuming full leadership role (TR Section staff will assist).
- Finalize long term project presentation, and submit to Supervisor for review and feedback.
- Prepare for final evaluations.

**Week 15 –**
- Submit intern notebook to Supervisor for review.
- Complete and submit final evaluations.
- Present long term project to TR Section staff.
- Participate in exit interview with internship Supervisor.
Recreation Centers offer a variety of programs and services for families and those of all ages. Join us for fitness, sports, cultural arts, youth development and most of all... FUN. Come play with us today!

For specific location and phone numbers of all recreation centers, please visit www.parkandrec.com
Albemarle Road Recreation Center
704-567-1941
5027 Idelwild Road, North
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms, Computer Lab and Kitchen

Amay James Recreation Center
704-336-3053
2425 Lester Street
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms, Showers and Kitchen

Aquatic Center
704-336-DNE (3483)
800 Martin Luther King, Jr. Boulevard
Features and Amenities: Indoor Natatorium with Diving well, Fitness Center and Locker Rooms

Arbor Glen Outreach Center
704-432-1531
1520 Clanton Road
Features and Amenities: Full-size Gymnasium and Multi-purpose rooms

Bette Rae Thomas Recreation Center
704-393-7333
2021 Tuckaseegee Road
Features and Amenities: Full-size Gymnasium, Computer lab, Multi-purpose room, Lounge and Fitness center. Meeting, Workshop and Reception rental space available

Druid Hills Recreation Center
704-432-0173
2801 Lucena Street
Features and Amenities: Full-size Gymnasium and Multi-purpose room

First Ward Recreation Center
704-336-3375
610 East 7th Street
Features and Amenities: Full-size Gymnasium: 6 Basketball goals - 2 half courts available with scoreboards, set up available for 2 Volleyball courts, seating capacity of 400, Fitness center, Indoor playroom, Multi-purpose room and Kitchen. We offer our indoor playground for private birthday parties.

521 Recreation Center
704-540-2426
11401 Andy Kell Road
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms and Game room

Greenville Recreation Center
704-336-3367
1330 Spring Street
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms, and Catering Kitchen

Hawthorne Recreation Center
704-336-2008
345 Hawthorne Lane
Home of the Charlotte Table Tennis Club and the Charlotte Badminton Club

Hickory Grove Recreation Center
704-432-4811
6709 Pence Road
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms, Computer Lab and Youth activity Room

Ivy Baker Recreation Center
704-432-4580
1920 Stroud Park Court
Features and Amenities: Full-size Gymnasium with 6 Basketball goals and Volleyball court, Meeting rooms, Computer lab and access to a playing field for outdoor recreation activities

Latta Recreation Center
704-333-9117
510 East Park Avenue
Home of the Charlotte Bridge Association

Mallard Creek Recreation Center
704-648-8234
2530 Johnston-Oehler Road
Features and Amenities: Full-size Gymnasium, Fitness Center, Multi-purpose rooms, Computer Lab, Indoor playroom, Reading lounge, Men’s and Women’s locker rooms and Catering Kitchen. Birthday party rental packages offered.

Marion Diehl Recreation Center
704-527-0257
2219 Tyvola Road
Features and Amenities: Full-size Gymnasium, Multi-purpose room, Paved walking trail, Playground, 25-meter warm pool with 1-meter springboard diving board, 2.5 foot wading pool with beach entry, rooms and Kitchen area.

Martin Luther King, Jr. Recreation Center
704-432-2924
500 Billmark Avenue
Features and Amenities: Full-size Gymnasium, Dance Studio, Aux. Gym and Classrooms

Merry Oaks Recreation Center
704-598-1496
3508 Draper Avenue
Features and Amenities: Full-size Gymnasium and Multi-purpose room

Methodist Home Recreation Center
704-568-3363
3200 Shamrock Drive
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms, Kitchen, Locker Rooms with Showers and Skate Park (skateboarding)

Naomi Drenan Recreation Center / Grayson Skate Park
704-365-1265
750 Beal Street

Phillip O. Berry Recreation Center
704-432-6775
440 Tuckaseegee Road
Features and Amenities: Full-size Gymnasium, Multi-purpose rooms, Indoor playroom

Ray’s Splash Planet
704-432-4848
215 N Sycamore Street
Features and Amenities: Party Rooms, Playground, Concessions, Outdoor Picnic Area, Basketball Gymnasium, Aerobics Studio, Greenway Access and other recreation features. For Recreation Center programming see Ray’s Splash Planet

Shamrock Gardens Recreation Center
704-568-3713
Shamrock Gardens Elementary School, 3301 Country Club Road
Features and Amenities: Medium-size Gymnasium and Multi-purpose room

Southview Recreation Center
704-392-7452
1720 Emna Street
Features and Amenities: Full-size Gymnasium, Fitness Center, Game Room, Multi-purpose rooms, Indoor Playroom, Computer Lab and Catering Kitchen

St. Paul “Ray of Hope” Center
704-432-6777
1401 N Allen Street
Features and Amenities: Full-size Gymnasium with track above, Locker rooms with showers, Multi-purpose rooms and Kitchen

Sugaw Creek Recreation Center
704-596-0107
943 W Sugar Creek Road

Tom Sykes Recreation Center
704-432-4803
1501 Euclid Avenue
Features and Amenities: Full-size Gymnasium, Meeting room, Activity room, Dance and Drama Room

Tuckaseegee Recreation Center
704-399-4492
4820 Tuckaseegee Road
Features and Amenities: Full-size Gymnasium, Multi-purpose Rooms

West Charlotte Recreation Center
704-393-1560
2400 Kendall Drive
Features and Amenities: Full-size Gymnasium, Fitness Center, Computer Lab, Game Room, Multi-purpose Rooms and Kitchen

Winget Recreation Center
704-504-5433
1223 Winget Road
Features and Amenities: Full-size Gymnasium

www.parkandrec.com • RECREATE ALL YEAR! 21
MCPRD Therapeutic Recreation Section Internship Application

Office Use Only

Date Received: ________________

Date: ________________

Last Name: ________________ First Name: ____________ Middle: ____________

Please indicate your availability for internship placement:
First Choice: ____________ Second Choice: ____________ Third Choice: ____________

Contact Information

Permanent Mailing Address: ________________________________________________
City: ________________ State: ______ ZIP Code: ________________
Telephone: ________________ Date of Birth: ________________

Current Address: __________________________________________________________
City: ________________ State: ______ ZIP Code: ________________
Present Telephone: ________________ E-mail Address: ____________________________

In Case of Emergency Notify: ______________________________________________
Relationship: ____________________ Telephone(s): ____________________________
Address: ____________________ City: ________________ State: ______ ZIP: ______

Education Information

Current College/University: ________________________________________________
Internship Advisor: ____________________ Telephone: ______________________
Major: ________________________________________________________________
Degree seeking: ____________ Expected date of graduation: ________________

Please complete prior education information only if a program was completed and a degree was attained

Prior College/University: ________________________________________________
Major: ________________________________________________________________
Degree Earned: ____________________ Date Degree was Awarded: ________________
Volunteer / Non-Paid Experience with People with Disabilities

1. Institution/Agency/Organization: ____________________________
   Position: ____________________________ Dates: From: ______ To: ______
   Clients’ ages and diagnoses: ____________________________
   General duties:

2. Institution/Agency/Organization: ____________________________
   Position: ____________________________ Dates: From: ______ To: ______
   Clients’ ages and diagnoses: ____________________________
   General duties:

Field Work / Practicum Experiences with People with Disabilities:

1. Institution/Agency/Organization: ____________________________
   Position: ____________________________ Dates: From: ______ To: ______
   Clients’ ages and diagnoses: ____________________________
   General duties:

2. Institution/Agency/Organization: ____________________________
   Position: ____________________________ Dates: From: ______ To: ______
   Clients’ ages and diagnoses: ____________________________
   General duties:
Paid Experiences with People with Disabilities

1. Institution/Agency/Organization: ____________________________________________
   Position: ___________________________  Dates: From: _____  To: ________
   Clients’ ages and diagnoses: _____________________________________________
   General duties:
   ____________________________________________

2. Institution/Agency/Organization: ____________________________________________
   Position: ___________________________  Dates: From: _____  To: ________
   Clients’ ages and diagnoses: _____________________________________________
   General duties:
   ____________________________________________

List any talents, skills, or knowledge you have that would be beneficial during your internship:

Professional Organizations to which You Belong
1. ____________________________________________
2. ____________________________________________
Please Answer the Following Questions in the Space Provided

1. What is your personal philosophy of inclusion? Are there any circumstances where inclusion is not appropriate? Why or why not?

2. Describe an incident where you experienced or witnessed a participant with a disruptive behavior. What techniques were effective in managing the behavior? What could have been done differently to better manage the situation?
3. It has been identified that there is a need in the community for a fitness and nutrition program for young adults with disabilities. Your target population consists of males and females, ages 21-25 years, who have been cleared by a physician to participate in moderate exercise. Create a plan for this program including the following components: program name, 3-4 sentence description, frequency and duration of meetings, program goals and objectives, and a sample outline for one program session.

4. What are your long-term career goals?
   A. 
   B. 
   C. 
   D. 
   E. 
**Interview Availability**

In the space below, please indicate your availability for completing an on-site interview.

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*Please return completed application packet to:*

Marion Diehl Center  
Attn: Therapeutic Recreation Internship Committee  
2219 Tyvola Rd.  
Charlotte, NC  28210
MECKLENBURG COUNTY

Volunteers under the age of 16 must be accompanied by an adult
Volunteers must be at least 18 years old to volunteer for the Therapeutic Recreation Division
Please fax your forms to 704-319-9556 Do not email confidential information

Name: __________________________________________________ DOB: ________________________
Phone: (H)_______________(W)________________ Email: _____________________________________
Address: ________________________________________________________City: ______________ State______Zip Code_________
Drivers License #: ____________________________Position you are applying for _______________________
Contact in case of Emergency: _____________________________________________________________
Medical Conditions we should be aware of (allergies to Bee Stings): ____________________________
Education Background: ____________________________________________Tee Shirt Size___________
Occupation: _____________________________________________________________
Hobbies, Interests, Skills: _____________________________________________________________
Reason for Volunteering: _____________________________________________________________
Is there a particular location you want to work at? __________________________________________
Would you be willing to travel over night? _________________________________________________
Is there a particular population you want to work with? (Check all that apply)
___ Adults     ___ Seniors     ___ Teens     ___ Youth     ___ Preschool
What times are you available for volunteering? (Check all that apply)
___ Weekdays     ___ Evenings     ___ Weekends     ___ AM Hours     _____PM Hours
Are you bilingual?     ___ Yes     ___ No      If yes what languages? ___________________________
Have you ever worked for Mecklenburg County? Yes_____ No ______.  If yes, where did you work?

Do you have any relatives who work for Mecklenburg County Park and Recreations? Yes__ No ___ If yes, what is their name? __________________________
List name and number of two (2) personal references:
Name________________________________________________________ Phone___________________
Name_________________________________________________________ Phone___________________

Please return this form to
Lori Saylor, Volunteer Coordinator
5841 Brookshire Boulevard  Charlotte, NC 28216-2403 Fax: 704-319-9556
MECKLENBURG COUNTY
Park and Recreation Department

Volunteer Agreement

Please fax your forms to 704-319-9556 Do not email confidential information

Name: ___________________________________________________  (please print)

I and/or the volunteer group that I represent shall indemnify and hold harmless Mecklenburg County, its
officers, employees and assigns from and against all claims, damages, losses or expenses arising out of
participation as a volunteer.

I agree to conform to Mecklenburg County Park and Recreation rules and procedures to the best of my
ability and agree to respect the confidential nature of information I may obtain as a volunteer for
Mecklenburg County Park and Recreation Department. I understand that a criminal records check may be
conducted if it is required by my volunteer placement and that references will be contacted. I also
understand that Mecklenburg County Park and Recreation reserves the right to discontinue the services of
any volunteer at any time.

I understand that volunteer services to Mecklenburg County are to be completed without remuneration or
monetary benefit of any kind. I also understand that volunteers are responsible for their own insurance
(medical, automobile, liability or any other) and are not covered in any way through County Insurance.

I also give my permission to use any photographs taken of me for marketing or other purposes.

________________________________________________________________________
Volunteer Signature                                                           Date
________________________________________________________________________
Parents signature if under 18 years of age        Date

Emergency Notification Information

________________________________________________________________________
Name            First                               Last                                        Relationship
________________________________________________________________________
Phone         (Home)                               (Work)

Please return this form to
Lori Saylor, Volunteer Coordinator
5841 Brookshire Boulevard
Charlotte, NC 28216-2403
Fax: 704-319-9556

PEOPLE • PRIDE • PROGRESS • PARTNERSHIPS
5841 Brookshire Boulevard • Charlotte, North Carolina 28216-2403 • (704) 336-3854
www.parkandrec.com
All services are available without regard to origin, sex, or disability
MECKLENBURG COUNTY
Park and Recreation Department
Security Clearance Form

Please fax your forms to 704-319-9556. Do not email confidential information.

PLEASE NOTE:
ANY ARRESTS NO MATTER HOW LONG AGO FOR DRUGS, WEAPONS, VIOLENCE/ASSAULT, or SEX RELATED ISSUES WILL PROHIBIT YOU FROM VOLUNTEERING FOR MECKLENBURG COUNTY PARK AND RECREATION.

I request and authorize you to permit Mecklenburg County Park and Recreation Department to review my employment record, arrest and/or conviction records, juvenile or adult probation records, and to copy material to Mecklenburg County Park and Recreation Department authorized personal.

I hereby release you, your organization or other from any liability or damage, which may result from furnishing the requested information.

The original of this form is on file at the Mecklenburg County Park and Recreation Departments Administrative Building, and will be made available upon request.

The information is to be used to assist Mecklenburg County Park and Recreation Department in my fitness and qualification for a position of trust and responsibility.

Please Print:

First  Middle  Last

Gender: _____________ Male  _____________ Female  ____________ Race (W/B/A/O)

Address: Street  City/St/Zip

Social Security #  DOB

Signature  Date

Please return this form to
Lori Saylor, Volunteer Coordinator
5841 Brookshire Boulevard
Charlotte, NC 28216-2403 Fax: 704-319-9556