Portland Public Schools Recreation Partner Intern Description

10-15 hours/week • November 2016 – June 2017 • 1-2 positions available

The PPS Recreation Partner Intern will develop and oversee the partnership between the Campus Rec Inclusive Rec Program and the PPS Community Transition Program (CTP) with the Inclusive Rec Coordinator. Interns are required to commit to a full academic term and may apply for multiple terms. Interns for the first term will work with the Coordinator of Inclusive Rec to design curriculum for PPS CTP students, ages 18-21, who have physical and or cognitive impairments (adaptive P.E.). Interns will also oversee the program and will be responsible for teaching from the curriculum developed. This is a great opportunity to apply creative skills in program design.

DUTIES AND RESPONSIBILITIES

- Act as primary coordinator and contact person for Campus Rec’s partnership with PPS.
- Brainstorm, develop & implement programming for the PPS CTP. This includes collaborating with the coordinator of Inclusive Rec as well as other departments at PSU.
- Coordinate & implement, based on the curriculum, two one hour sessions/classes per week.
- Contribute ideas for overall program design and suggestions for future programming or curriculum changes.
- Actively seek out opportunities for community involvement for participants when they graduate so that they can stay involved with recreational activities. Create community partnerships which will allow graduating students an opportunity to continue with recreational activities.
- Respond to all participant questions/concerns related to the program.
- With the assistance of the Coordinator of Inclusive Rec, design an assessment tool to evaluate progress for participants.
- Attend weekly 1-on-1 meetings with the Internship Supervisor.
- Uphold Campus Rec’s mission and values and represent the department in a professional manner.
- Handle other tasks related to the program as they arise.

TYPICAL WORKING HOURS

Programming is scheduled for Tuesdays and Thursday, one hour each day between 10:00 AM – 11:00 AM. With the approval of the Internship Supervisor, office hours can be set based on intern availability and preference (non contact hours).

WORKING CONDITIONS

- Work will occur primarily indoors
- Work may include moderate physical activity during actual programming hours.
- A PPS Community Transition Program staff will be present and responsible for the PSS students at all times in the Rec Center and during program hours.

MINIMUM QUALIFICATIONS

- Commitment to Campus Rec’s mission statement
- Positive attitude
- Strong written communication and organizational skills
PREFERRED QUALIFICATIONS

- Student in the School of Community Health
- Desire to work in the Health, Wellness, or Fitness field with an interest in adaptive or inclusive recreation upon graduation
- Self-motivation, ability to take initiative, and strong interpersonal skills

TO APPLY

Submit Campus Rec Student Intern Application (which can be found at http://www.pdx.edu/recreation/internships), cover letter, and typed responses (1-2 pages) to the supplemental questions listed below to Jen Armbruster jarm2@pdx.edu

DEADLINE: 5:00 pm, October 14, 2016

Supplemental Questions:

1. What duty or responsibility from this internship description sounds most exciting to you? Least exciting?
2. Describe some activities you would like to teach 18-21 year olds in the PPS Community Transition Program.
3. What are your career goals and how will this internship help you achieve them?

If you need accommodations in filling out this application, please contact the Campus Rec Office at 503-725-5127 or crecjobs@pdx.edu