



Lake County Parks and Recreation
Internship Manual

The Mission of the Lake County Parks and Recreation Board is to create and responsibly manage a county wide system of parks and open space resources, and to provide recreational, cultural, and educational programs based on these resources for the use and enjoyment of all Lake County residents and visitors.



Introduction

This manual has been prepared to provide the prospective intern with an introduction to the Lake County Parks and Recreation Department. It is hoped that the information contained in this manual will help to familiarize the student with this department, and answer as many questions a possible regarding the internships that are offered.

The purpose of the manual is to provide students with insight into the philosophy, goals and the background of the Lake County Parks and Recreation Department and to present a comprehensive overview that will allow students to make an objective selection when choosing their internship option.

Students are encouraged to contact the department regarding specific questions, and are invited to visit the Lake County Parks and Recreation system.

To apply for an internship, the student will be required to provide the Lake County Parks and Recreation Department with a resume and a list of areas in which he/she would like to concentrate their practicum experiences.

Send correspondence to:

Lake County Parks & Recreation Department
ATTN: Human Resources
8411 E. Lincoln Hwy.
Crown Point, IN 46307
Phone: (219) 945-0543
Toll Free: (877) 318-0130



General Information

Intern Requirements

Uniforms/Costumes may be required dress, depending upon your internship option.

While under the supervision of the Lake County Parks and Recreation Department, the intern will be considered as an employee, and will be subject to all of the departmental rules and regulations presented in the LCPRD Policy Manual. The student intern will abide by all policies and procedures included in the LCPRD personnel manual, and as directed by his/her supervisor.

Choosing the Area of Concentration

The Lake County Parks and Recreation Department will give the student the opportunity to choose from a variety of options. It is important that each intern choose an area in which the student wishes to concentrate their experience. The student should carefully read all the information provided in this manual, communicate with the agency, and make their decision as it best pertains to their curriculum and interests.

Departmental Working Hours

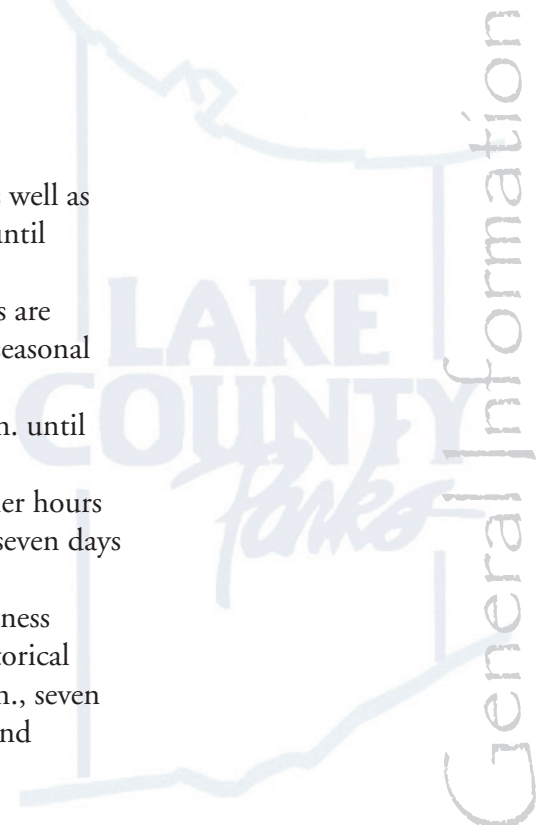
The Lake County Parks and Recreation Corporate Office, as well as the Planning and Development Division, are open from 8:30 a.m. until 4:30 p.m. Monday through Friday.

The Division of Park Services/Visitor Services business hours are 7:00 a.m. until 3:00 p.m. Monday through Friday, with additional seasonal hours for special programs and events.

The Division of Park Operations business hours are 7:00 a.m. until 3:00 p.m. Monday through Friday.

All park sites are open at 7:00 a.m. and close at dusk. Summer hours are 7:00 a.m. until 10:00 p.m., Memorial Day through Labor Day, seven days a week.

The Outdoor Recreation and Education Division holds business hours from 8:00 a.m. until 4:00 p.m., Monday through Friday. Historical and Natural Interpretation hours vary from 9:00 a.m. until 5:00 p.m., seven days per week, with additional seasonal hours for special programs and events.



Intern Salary

The Lake County Parks and Recreation Department may pay student interns a stipend or hourly wage. Stipends are negotiable and are awarded according to the regulations of the student's university, needs and qualifications.

Transportation

The student intern must provide his/her own transportation to and from work. Departmental vehicles, when available, may be used during working hours by approved operators, but NOT for personal use.

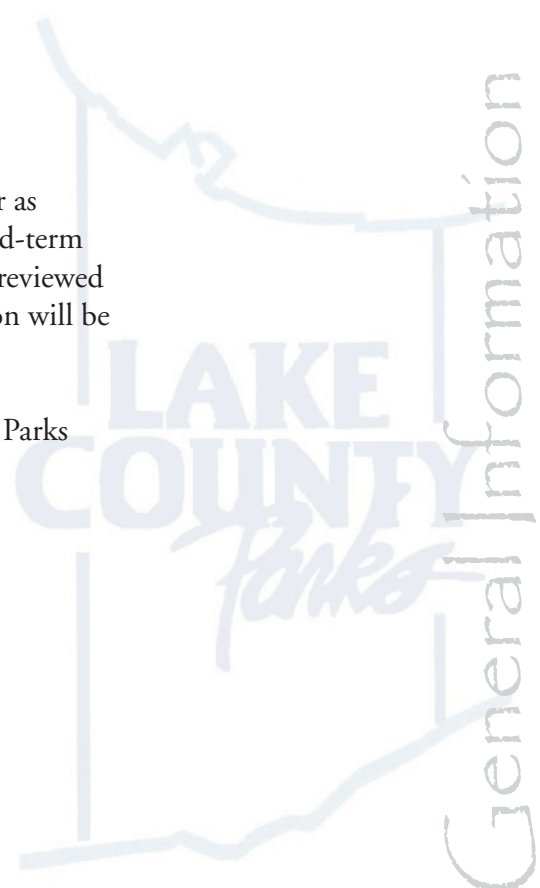
Housing

The Lake County Parks and Recreation Department has housing on a limited basis for student interns. The department will assist the student in acquiring the lowest priced, temporary housing available if need be.

Evaluations

The intern will be evaluated by his/her immediate supervisor as required by the student's university. The intern will also receive a mid-term and final evaluation. These evaluations will be in written form, and reviewed in detail with the intern. If requested, copies of the written evaluation will be sent to the university.

The intern will also be required to provide the Lake County Parks and Recreation Department with an internal evaluation of the Parks Department at the conclusion of his/her field work.



Purpose & Objectives

Purpose and Objectives of The Lake County Parks and Recreation Board Lake County, Indiana

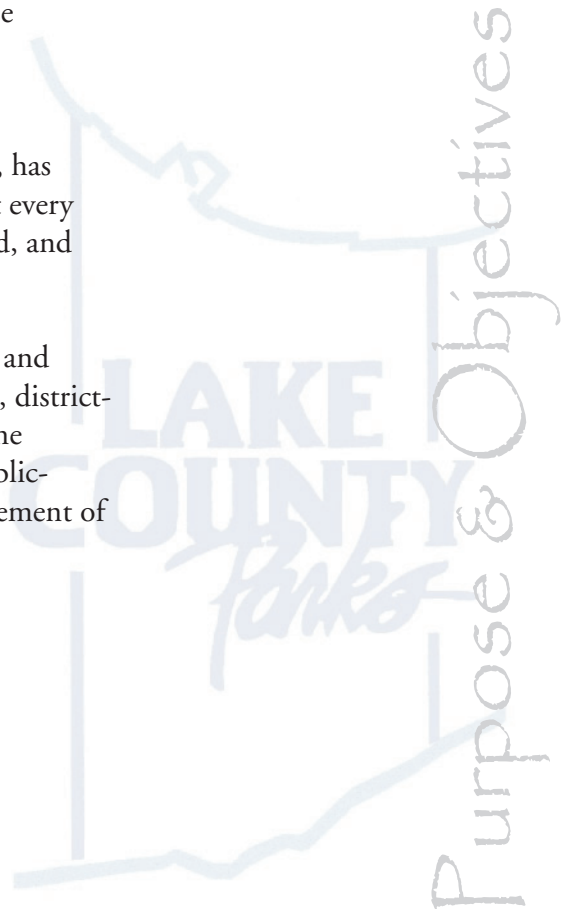
Introduction

There are in the lives of each of the citizens of our community increasing opportunities to participate in leisure time activities, and in order to meet the diversity of interests and needs of all people, these patterns of recreation must be shaped into stimulating programs through effective leadership, adequate facilities, planning and financial support. Extended periods of free time and constructive use of leisure time, in its many aspects, are important functions in our present society.

Attitude of life and available leisure time are two of our greatest challenges of today's world. Open space and environmental aesthetics have been concluded as some of the most important aspects of human development. Through the use of leisure time, knowledge can be passed on through arts, music, math, literature, and architecture with exercise stimulating mental and physical health.

To meet the needs of all people, the Lake County Parks and Recreation Board through its staff, programs, education and policies, has dedicated itself to providing meaningful leisure for enriched living at every age, open space for human development, aesthetics for peace of mind, and management for the preservation of the species.

In order to inspire the county image, the Lake County Parks and Recreation Board will dedicate itself to large open space preservation, district-type facilities of special interest, passive outdoor recreation areas, some instructions and guidance in the constructive use of leisure, joint public-private ventures for that balance of economic well being and improvement of community image.



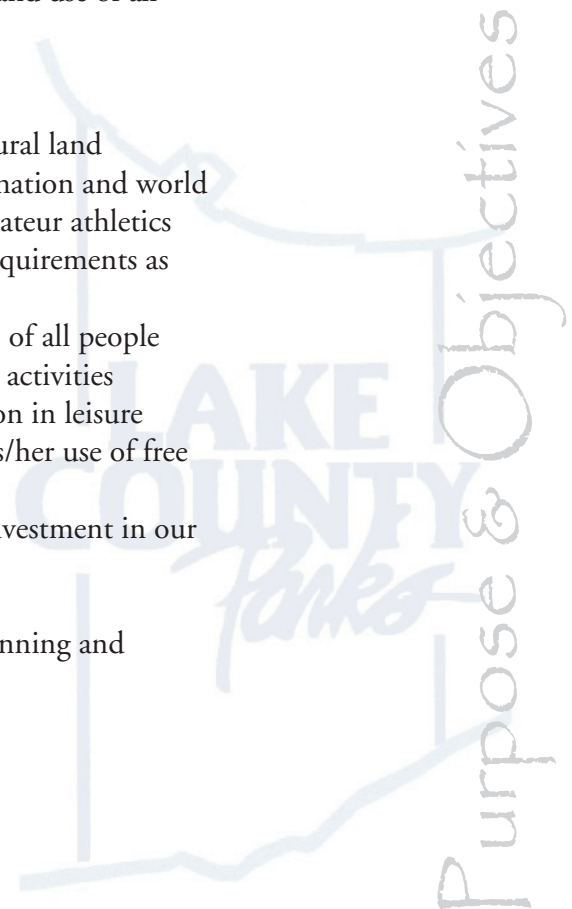
Purpose

The enabling Act of the Indiana General Assembly of the State of Indiana, New Code IC 36-10-3 states the purpose of the Indiana Park and Recreation Law:

In order to promote good citizenship and to stimulate public health, safety and welfare, this law is enacted to provide greater opportunity for the establishment of park and recreation programs. Because recreation is a fundamental need essential to the well-being of all people and because parks are primary facilities for public recreation, therefore it is in the purpose of this act to consolidate those services to the end that overlapping costs be eliminated and governmental responsibility for park and recreation services be increased. (Formerly: Acts 1955, c.311, s.101)

Therefore, the following objectives will be incorporated in the Annual Plan of action and adopted yearly:

1. To preserve unique and major open space by outright purchase, gift, or easement
2. To coordinate all programs for the maximum efficiency and use of all facilities
3. To provide a more healthful and aesthetic environment
4. To manage and protect our wildlife
5. To preserve ecology and environmentally significant natural land
6. To establish Lake County as an important center in the nation and world in agriculture, set production, health, art, fitness and amateur athletics
7. To develop parks with facilities to meet the minimum requirements as prescribed by most agencies with standards
8. To provide a program for the specific needs and interests of all people
9. To provide a safe wholesome environment for recreation activities
10. To provide a variety of experiences for a sound foundation in leisure which will enable the individual to be constructive in his/her use of free time
11. To generate both public and private commitment and investment in our parks system
12. To expand tourist, visitor and convention opportunities
13. To provide the public participants an opportunity in planning and participating in their own programs
14. To provide opportunities in creative experiences
15. To promote responsibility and leadership
16. To provide media for emphasizing social needs
17. To provide instructions in learning new skills
18. To provide accountable government service



Internship Options

1. Division of Planning & Development

A. Park Planning Internship—Intern will be directly responsible to the Assistant Superintendent of Planning & Development. Duties would include:

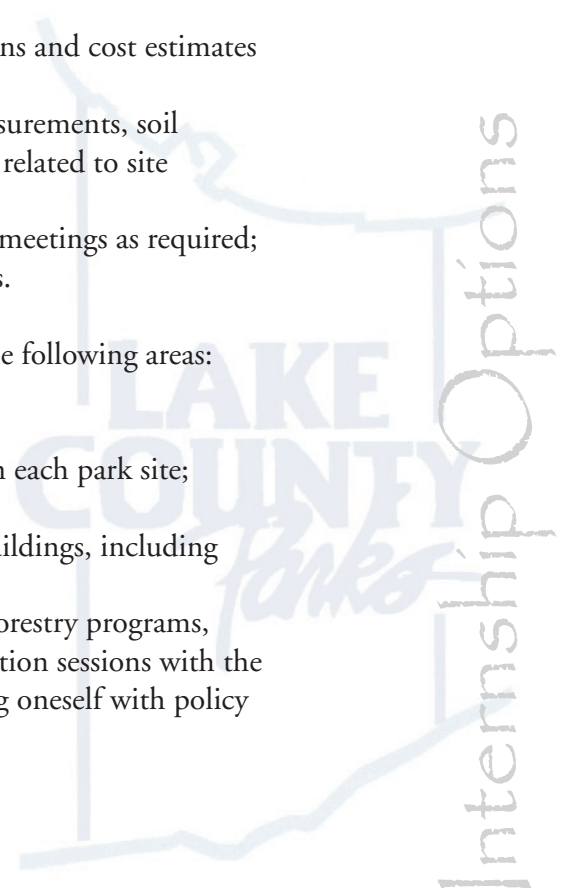
1. Assisting division staff members in the preparation and administration of Park Master Plans for land acquisition, design, beautification and construction of parks and recreational facilities;
2. Reviewing projects for compliance with local, state and federal plans;
3. Assisting staff in the updating of the department's Five Year Master Plan, establishing goals, objectives, and capital development projections;
4. Assisting division personnel with preparing and submitting grant applications;
5. Attending necessary board meetings and related public meetings.

B. Landscape Architect Internship—Intern would achieve experience in the following areas:

1. Drafting plans relating to the parks recreational structures including landscape, grading and layout;
2. Preparing and rendering illustrative materials including perspectives, graphs and plans;
3. Drafting working details and writing specifications and cost estimates for construction projects;
4. Surveying and inspecting sites to determine measurements, soil conditions, plant species, and other information related to site analysis;
5. Keeping records, making reports, and attending meetings as required;
6. Monitoring construction in progress at park sites.

C. Forestry Internship—Intern would gain experience in the following areas:

1. Watering and mulching new plantings;
2. Trimming trees in parking lots of park sites;
3. Making paper grid plottings for timbered land in each park site;
4. Making timber management plans for park sites;
5. Fertilizing and maintaining trees around park buildings, including insect control;
6. Applying for forestry grants and running urban forestry programs, which include street tree inventories and information sessions with the public on proper tree care. As well as familiarizing oneself with policy development and street tree ordinances



D. Horticulture Internship—A summer horticulture intern would be involved in all aspects of landscape installation and maintenance, more specifically planting of trees, shrubs, perennials, and annuals, as well as weeding, watering, fertilizing, mulching, pruning and occasional spraying. The areas these duties would occur in would range from restored prairies to more formal perennial and annual beds.

If the intern begins earlier in the spring, he or she would be involved in designing and planning these landscapes, as well as ordering plants.

2. Division of Park Operations

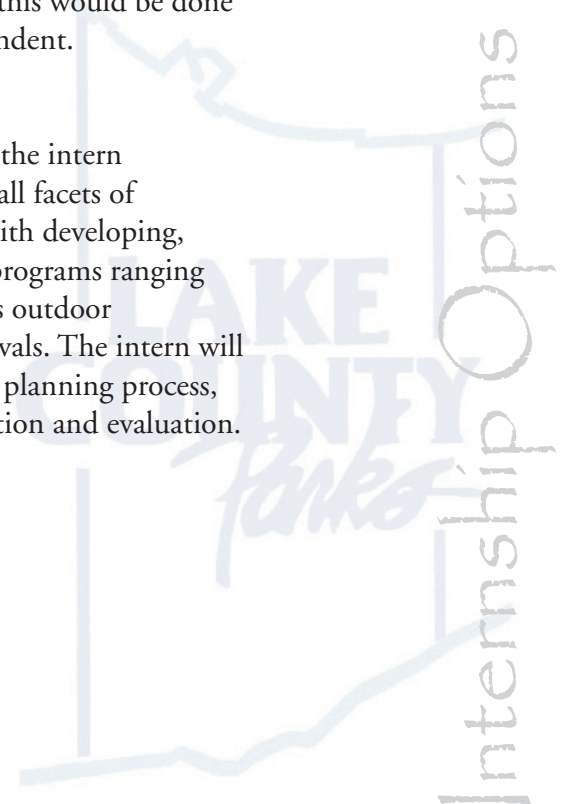
A. Park Management Internship—In order to give an overall view to the multiple requirements in managing a park site, the intern would be exposed to park maintenance, grounds care and horticultural maintenance, public relations, and dealing with visitor needs and requests, as well as with park development. Each intern would be given a project to develop and implement as part of their internship.

3. Division of Business Development

A. Golf Course/Turf Management—A turf management intern, while working at Turkey Creek Golf Course, would be directly involved with all aspects of maintaining gold course quality turf. This would include: mowing, fertilizing, aerifying, top dressing and chemical applications. All of this would be done under the direct supervision of the golf course superintendent.

4. Division of Visitor Services

A. Special Events Programming Internship—In this option, the intern will work as a team member with staff and volunteers in all facets of program planning. The intern will be directly involved with developing, planning and implementing recreational or educational programs ranging from senior citizen events, to athletic programs, as well as outdoor educational and historically based special events and festivals. The intern will be required to participate in all functions of the program planning process, public relations work, program promotions, implementation and evaluation.



- B. Historical Interpretation and Programming Internship—In this option, the intern will spend a majority of his/her time at two park sites – Deep River County Park and Buckley Homestead Living History Farm.

Deep River County Park is the site of Wood's Grist Mill, a restored mill that was the first industrial site in Lake County. The Mill and neighboring Visitor Center host school group tours and attract a number of annual visitors. The intern will be involved in the development and implementation of historical programs and displays.

Buckley Homestead Living History Farm is an early 1900s living history farm where three time periods are depicted: the 1910 farm, the turn of the century one room schoolhouse, and the 1850s pioneer log house and farm. The intern's responsibilities would include leading guided tours, offering historical interpretation and planning and participating in historical programs. The intern may also work on accession records keeping, research, the design of informational tools, and the development of pre & post-visit site materials.

- C. Environmental Education and Interpretation Internship—This intern would assist in the development of activity- and discovery-oriented outdoor education programs. The intern would also help conduct these programs for school groups at the Gibson Woods Nature Preserve. The intern will also perform general nature center staff functions such as: public contact, display and sign set-up and small animal care. The intern will be supervised by the professional outdoor education staff.

- D. Public Relations Internship—The intern would be required to take an active role in the promotion of the Lake County Parks and Recreation Department and its programs through the development, printing and distribution of program flyers, press releases and brochures. In order to evaluate current publicizing methods, the intern will work at some of the various programs offered by the Lake County Parks and Recreation Department. There will also be opportunities to give public presentations to local civic organizations and to attend public functions that involve the department. Additional duties include web page update and daily phone message update.

5. Administration & Management

This internship would provide work experience in one of the following areas: Personnel, Finance, and Management Information Systems. In addition to the daily operations of the department, each intern will be required to complete a project that will be of benefit to the department. The project will be determined by the intern's general area of study.

Equal Opportunity

Lake County Parks is an Equal Opportunity Employer

It is the policy of the Lake County Parks and Recreation Board not to discriminate against any employee or applicant for employment based on race, color, religion, creed, age, sex, national origin, ancestry or disability. It is further the policy of the department to take such affirmative action to insure that all employees will be employed in and/or promoted to an occupation for which they possess necessary skills, education, experience and interest. (Personnel Policy Manual)

Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity or facility or desires further information regarding Title VI and/or Public Law 101-336 Title II should write to:

The Lake County Parks and Recreation Department
ATTN: Human Resources
8411 E. Lincoln Hwy.
Crown Point, IN 46307

