

# Student Internship Packet

Updated December 2017



**City of Bonner Springs**  
PARKS, RECREATION AND TOURISM

**Bonner Springs Parks & Recreation**  
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Attachments:

1. Internship Application
2. Intern Goals and Objectives
3. Internship Program Evaluation

## **Purpose of the Student Internship Program:**

- To give bridge the gap between classroom theory and practice.
- To formally explore professional organizations. (i.e. KRPA & NRPA)
- To explore areas of the recreation profession
- To help interns discover their areas of greatest interest in the field of Parks & Recreation with a mixture of aquatic, office, parks, and programming experience.
- To assist the intern in becoming a professional capable of acquiring a position in their respective field through practical experience.
- To assist the Department staff with the daily tasks involved in developing, enhancing and growing a Parks and Recreation department.

## **History of Bonner Springs, KS:**

Nestled among the rolling hills on the shores of the Kansas River, Bonner Springs is one of the oldest cities in the state of Kansas. In 1812, the Chouteau family established the first European trading post in the state. This bustling trading post was called Four Houses, now the site of Bonner Springs. Between 1840 and 1865, steamboat traffic and the arrival of the railroads brought new people and commerce to the area.

The name was changed to Tiblow in honor of Henry Tiblow, a Delaware Indian who operated the ferry across the Kansas River. It remained as Tiblow until Philo Clark platted the area in the 1880's and succeeded in renaming the entire town Bonner Springs. "Bonner" was chosen to honor Clark's longtime friend Robert Bonner, editor of the New York City Ledger, "Springs" was chosen because of the many natural springs in the community. Philo Clark became the first Mayor of Bonner Springs when the city incorporated in 1898.

What was once a boomtown of agriculture and trade where fortunes were won and lost has now become a vibrant, family friendly, community of 7,314, rich in opportunities for light industry, commercial business and retail. No longer characterized as agricultural, this busy community now boasts a wealth of attractions, entertainment, recreational opportunities and unique retail shopping.

Because it is served by Interstate 70, US 24/40, K-7 and K-32, Bonner Springs has easy access to metropolitan Kansas City and nearby Village West, a destination shopping, lodging and entertainment district. A golf course, two museums, 500 acres of parks and recreation, the Kansas City Renaissance Festival and Providence Medical Amphitheatre make Bonner Springs a destination with something for everyone.

While the town boasts up and coming housing, educational and commercial opportunities, the special touch of the tree lined streets downtown, ice cream socials in the park, city band concerts and friendly merchants offering personal service are still valuable assets of the city along the Kansas River.

## **Bonner Springs Parks, Recreation, and Tourism:**

The original recreation plan was approved by voters in the City elections of 1952. On May 15<sup>th</sup>, 1952, the City Council adopted the Ordinance No. 664, developing the recreation department. It operated on \$700-\$800 from a ½ mill levy source and did not receive any City funds until 1953. A new Parks and Recreation Board was established on April 22<sup>nd</sup>, 1974 by Ordinance No. 1068 and Resolution No. 1974-5. This new board consisted of 5 members and was a merger of all previous operating parks and recreation boards. Along with the new Board, a 2.5 mill levy was approved for the Board use. Prior to the establishment of the Parks and Recreation Department, all parks were maintained by the Public Works Department.

Currently the department oversees 7 local parks, and 3 facilities. The department is unique in that not only does it have the traditional parks and recreation divisions, but also tourism as well. The Parks division oversees the care and maintenance of parks, trails, City flower beds, tree planting and maintenance, ball field care and preparation, and light construction. The Recreation division is responsible for planning, coordinating, and operating a variety of recreation programs and special events throughout the year for patrons of all ages. The Tourism division is responsible for promoting the City and City events.

The Bonner Springs Parks, Recreation, and Tourism Department is dedicated to enhancing the Quality of Life in our community by continually developing parks, facilities, and programs that meet fitness, leisure, and social needs within a safe environment.

## **Student Internship Basics:**

Time Frame: The City of Bonner Springs Parks and Recreation, and Tourism Department will host one (1) internship position at a time, per a year. The availability of an open internship position will depend on current fiscal year funding. Length of the internship position will be a minimum of 12 weeks or 480 hours, this is flexible depending on the education institutions' requirements.

Qualifications: To be considered as a candidate for an internship with the City of Bonner Springs Parks, Recreation, and Tourism Department, you must meet the following requirements:

- Be currently enrolled or recent graduate of a university, junior college, vocational or technical school.
- Show a high interest in the field of parks and recreation or specialized field, particularly in municipal government. Knowledge of public recreation principles, practices, programs and community needs, with respect to recreation, or specialized field, is desirable.
- Have a strong work ethic, be highly motivated, maintain a positive attitude, be enthusiastic, self-motivated, willing to take on new challenges and experiences, and be adaptable to the many changes in the recreation field.
- Be able to work independently and work some weekends and evenings.
- Be able to demonstrate good customer service skills and genuinely enjoy working and interacting with people of all ages and diverse backgrounds.
- Be able to work outdoors in high temperatures, humidity and inclement weather.

- Agree to follow the Department's and City's Policies and Procedures.
- Communicate any conflicting commitments that may affect the internship.
- Be neat and dress appropriately.
- Have the ability to maintain good working relationship with co-workers, city employees and the general public.
- Be certified in CPR/First Aid (desirable)
- Have the ability to perform physical labor if necessary.

Selection Process: The City will accept Internship applications when advertised. Open internship positions will be advertised on the City's website and in other advertising avenues.

The following must occur prior to an internship being offered:

- Interested candidates should contact the Bonner Springs Parks, Recreation, and Tourism Department by e-mailing the internship application, cover letter, and resume to [jspease@bonnersprings.org](mailto:jspease@bonnersprings.org). Interested candidates must also fill out a City of Bonner Springs application found on the City's website.
- Applications should be received before or during the open application period.
- Completion of an interview. On site is preferred, although a telephone interview is acceptable if applicant is out of state or unavailable to appear for a personal visit.

Once a selection has occurred:

- The student selected will be notified.
- Background, employment history checks, and drug screening must be successfully completed prior to internship beginning (a valid Driver's License is desired)
- Complete all necessary paperwork for hiring process.

Compensation & Benefits:

- Interns will receive \$9.00 per hour.
- Four (4) Staff shirts will be provided to wear on the job. The remaining uniform is the responsibility of the intern and outlined in duties and responsibilities of the intern.
- Intern will be provided a workspace and use of a computer.
- Interns will not earn vacation time, sick leave, holiday pay, overtime or cell phone compensation.

Work Schedule: A typical schedule is 40 hours per week. Weekly hours will be determined based upon ongoing programs, leagues and/or projects. Interns must be available to work weekdays, evenings and weekends as scheduled by the department.

Transportation: It is the intern's responsibility to provide his/her own transportation for daily reporting to work. Use of a department vehicle will be determined once the internship has begun.

Housing: The City of Bonner Springs does not provide housing for interns. It is the responsibility of the successful applicant to find a suitable living space that is accessible to the City.

Orientation and Probationary Period: Upon selection, the students are given an overview of the entire Parks, Recreation, and Tourism Department. Our intent is to maintain flexibility in trying to give each intern what they

desire in “on the job” experience while at the same time meeting all the requirements of their respective educational institution.

The first two weeks of the internship are probationary. An intern may be dismissed if the department determines he/she is not adequately prepared to perform the functions required of an intern. This determination is made after careful consideration by the intern’s supervisor with the City of Bonner Springs and the intern’s educational supervisor.

### **Intern Responsibilities:**

- The intern must provide the department with written goals and objectives within the first two weeks of the internship. These goals should include: career goals, internship goals, and contributions the intern feels they can make to the Parks & Recreation department and City.
  - Goals and Objectives Form – Attachment 2
- Interns will have a minimum of two evaluations during the internship. Written copies of this evaluation will be kept on file, as well as sent to the Educational institution that the intern represents.
- Interns will create news releases and fliers for the department.
- Interns will plan, organize, coordinate and conduct a new special event or programs or “revamp” a current event or program.
- Interns will assume responsibility for current leagues and programs and assist department staff with implementation of these offerings.
- Interns will spend time in each sector of the department learning job functions and responsibilities. These sectors include: Aquatics, Senior Center, Tourism, Park Maintenance, Recreation, Facilities, and Administration.
- Interns will assist the Director with current administrative projects as assigned.
- Interns will attend all meetings assigned by the department including: Park Board meetings and City Council meetings.
- Interns are required to represent the City in a professional manner, including dress, punctuality and enthusiastic participation in the working situation. Interns must be willing to spend the time to get the job done right, which includes nights and weekends.
- Interns are required to familiarize themselves with the policies, goals and general operations of the City including:
  - A review of the City of Bonner Springs Uniform Personnel Manual & Guidelines handbook
  - Discussion of policies with supervisor/city staff
  - Attendance at staff meetings at the supervisory and administrative levels
- Interns will be required to present a final portfolio to the department upon completion of their internship experience. The portfolio will include updated resume, work samples (projects, flyers, budget forecasts, planning documents, etc.) and an updated goals and objective.
- Interns will be asked to evaluate their internship program at the end of the term.
  - Internship Programs Evaluation – Attachment 3

## **Educational Institution Responsibilities:**

The City of Bonner Springs must have on file a copy of the Educational Institution's internship requirements.

## **Application Procedures:**

Interested candidates should submit the internship application (Attachment 1), resume, cover letter, and letter of reference from your college/university advisor and previous employer. Candidates must also submit an employment application through the City of Bonner Spring.

Send application packet to:

Bonner Springs Parks & Recreation  
Attn: Internship Program  
200 East 3<sup>rd</sup> Street  
Bonner Springs, KS 66012

For additional questions, please contact Justine Spease, Recreation Coordinator, at 913.422.5321 or via email at [jspease@bonnersprings.org](mailto:jspease@bonnersprings.org)