



Therapeutic Recreation Internship Job Description

SUMMARY

Under the supervision of a Certified Therapeutic Recreation Specialist, this internship program has been designed to align with the NCTRC job analysis areas and meets NCTRC internship standards. The intern assists in planning and facilitating a variety of recreational programs for individuals with disabilities in a community setting.

EDUCATION AND EXPERIENCE

- Necessary educational requirements through a Therapeutic Recreation program at a university or college, per NCTRC standards.
- Experience working with individuals with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows procedures and policies as set by the City of Eugene to ensure the safe operation of programs. Responsible for maintaining safe practices and conditions in a municipal recreation environment.
- Leads and assists with classes and trips as assigned. This includes assessment, planning, implementation, and evaluation of programs. Internship will include approximately 20 hours of direct program involvement with participants per week.
- Encourages positive interactions among participants through group facilitation and provides necessary assistance to facilitate independence and successful learning for each individual.
- Participates as a member of the Adaptive Recreation team. Attends and actively participates in staff meetings and Recreation-wide meetings and committees.
- In consultation with internship supervisor, plans, organizes, coordinates, conducts, and evaluates at least one special project or program independently.

GENERAL DUTIES

- Work a flexible schedule, including some evenings and weekends.
- Develop goals with specific objectives for the internship with timelines.
- Become acquainted with community resources and services for people with disabilities in the Eugene area.
- Assist the Adaptive Recreation staff with on-going tasks such as transportation, purchasing food and supplies, assessments, marketing, and other duties as assigned.
- Provide coverage for front office coordinator by answering phones, registering participants, and answering general inquiries from the public.
- Identify risks, implement solutions, and maintain a safe and positive environment for program participants and the general public.
- Meet weekly with supervisor to review program involvements, clarify expectations, review internship objectives, discuss successes and concerns, and ask questions.
- Keeps accurate records and processes necessary forms and reports.
- Works cooperatively with staff, participants, parents, care providers, and related agencies.
- Supports and respects diversity in the workplace.

KNOWLEDGE, SKILLS AND ABILITIES

- Understands the basic foundations of Therapeutic Recreation including philosophy of community recreation and inclusion.
- Understands the physical, cognitive, and social-economic needs of individuals with varying disabilities
- Assess the recreational interests and needs of people with disabilities.
- Facilitate recreational programs and activities, creating an environment that is inclusive and supportive to all participants, addressing both individual and group needs.
- Drive or learn to drive a 15 para-transit bus (training provided during orientation).
- Establish and maintain positive working relationships with peers, patrons, and the general public.
- Communicate effectively, both orally and in writing. Ability to write basic reports and office correspondence.
- Independently solve practical problems and deal with a variety of situations.

REQUIRED CERTIFICATIONS & TRAININGS

- A criminal background check must be conducted prior to being offered an internship. This is a City of Eugene requirement for all staff and volunteers.
- Current CPR/AED and First Aid Certification are required, check with internship supervisor on ways to obtain.
- Oregon Food Handlers certification required, which can be obtained in the first week.
- Interns are typically required to drive city vehicles. A certified copy of your driving record for the past 3 years from your home state's DMV is required prior to the start of the internship. This can often take time to obtain, start the process early.

WORK ENVIRONMENT

Work is performed in several types of environments including office or meeting setting that may involve extended periods of sitting, standing and moving about, facilitating a variety of recreational activities during the day, evenings or weekends in both indoor and outdoor facilities; and traveling to various locations in the greater Eugene area. Interns may need to be able to lift objects weighing up to 50lbs. Reasonable accommodations may be made to enable individuals to perform the essential functions.

HOW TO APPLY

- Complete the [online application](#)
- Have your resume ready to attach to the online application. Your resume should include work and volunteer experience, relevant education and training, contact information and references.
- Application deadlines:
 - March 1st for summer session (June–Sept)
 - June 1st for fall session (Sept–Dec)
 - Oct 1st for winter session (Jan–April)
 - If the deadline has passed, please reach out to us to see if we are still receiving applications.
- Applications will be reviewed and virtual interviews will be scheduled as applications are received.