



**DISABLED  
SPORTS  
EASTERN  
S·I·E·R·R·A**

# **INTERNSHIP MANUAL**

## **GENERAL CONTACT INFORMATION:**

Disabled Sports Eastern Sierra

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This manual will cover only the pertinent information towards the actual internship program. You will be supplied with the Volunteer Manual for additional program information and policies and procedures.

## **INTERNSHIP STRUCTURE**

### **PURPOSE**

An opportunity to apply classroom learning in a professional setting is a vital aspect of preparing for a career in the field of therapeutic recreation. Opportunities to apply classroom learning in a professional setting, is a vital aspect of preparing for a career in the field of recreation.

### **INTERNSHIP GOALS & OBJECTIVES**

1. Provide the intern with hands on training and experience in several adaptive recreation activities including the use and care of adaptive equipment, adaptive teaching techniques, exposure to a wide range of disabilities, and professional certification (where applicable).
2. Provide the intern with professional opportunities to observe and participate in all aspects of recreation programming, including but not limited to: program administration, leading clinics/lessons/activities, help with special events, public relations, and fundraising.
3. Provide the intern with a stipend of up to \$600/internship (minimum of 12 weeks).
4. Provide the intern with lots of opportunities for FUN!!

### **INTERN JOB DESCRIPTION AND EXPECTATIONS:**

The intern's role in this organization is to assist in all aspects of daily programs and administration. Based on experience, the intern may also serve in a leadership role, as an activity/program leader or project/committee head. For the winter program you will serve as a ski/snowboard instructor. As a summer intern you will serve as a program leader.

### **INTERN RESPONSIBILITIES**

#### **Pre-Internship**

1. Respond to internship offer with acceptance letter acknowledging:
  - ◆ beginning and ending dates
  - ◆ a statement of expectation (goals, what you are looking forward to, etc)
2. Sign an affiliation agreement between the academic curriculum and the agency.
3. Arrange for housing in Mammoth Lakes or surrounding areas. Contact DSES first for assistance.
4. Make sure that First Aid and CPR are current, when applicable.

#### **During the Internship**

1. Orientation: tour of DSES, introduction to program, staff, and the community.
2. Define intern goals.
3. Attend appropriate training sessions and clinics for specific programs.
4. Participate in all facets of program operation as directed by supervisor.
5. Develop a program or project for DSES.
6. Maintain Intern Binder with copy of all records pertinent to the internship including: orientation materials, copy of supervisor's certification, log of hours, evaluations, assignments, and projects.
7. Complete assignments as given by supervisor(s).
8. Attend formal mid-term evaluation.
9. Complete a significant project (chosen or assigned) and conduct a 15 minute in-service presentation on the design, process, and outcome of the project. (If necessary for schooling)
10. Participate in program and internship final evaluations.
11. Have FUN!

## THINGS TO KNOW

Interns involved with Disabled Sports Eastern Sierra represent DSES and Mammoth Mountain Ski Area. They should maintain good working relationships with all employees in all departments of Mammoth Mountain Ski Area. If intern has difficulties with other department members, they should bring it to the attention of your supervisor as soon as possible. Your actions reflect on DSES and Mammoth Mountain Ski Area. Please keep this first and foremost in your mind.

The intern must sign an Agreement and Release of Liability (attached to this handbook) prior to working for DSES. The intern is responsible for informing DSES about any and all of their personal limitations, physical or otherwise, which may affect their ability to work, lead activities, teach and/or ski/ride.

### Incentives

- ◆ The intern is trained by Disabled Sports Eastern Sierra staff. Program leaders and clinicians have a strong background in professional skiing, and summer activities as well as extensive experience with the disabled. Training will take place throughout the season, both in scheduled clinics/trainings and informally during lessons/activities by more experienced volunteers.
- ◆ \$600 gift for the duration of their internship
- ◆ Learn to lead summer activities such as kayaking, rafting, biking, hiking and fishing. Winter Internships Only:
- ◆ 50% discount on food in the cafeterias on days working
- ◆ Winter Only ~
  - Skiing privileges at Mammoth Mountain and June Mountain
  - Complimentary skiing and snowboarding lessons and clinics from DSES staff
  - 1 week free equipment rental, while intern looks to buy their own equipment
  - Opportunity to join PSIA (Professional Ski Instructors of America) and receive professional development
  - Free transportation to the resort, via Mammoth Mountain Transit Service locally in Mammoth.

### Housing

It is your responsibility to find housing for your internship stay, DSES can provide the possibility of assistance with housing. Mammoth Lakes is a resort community, and a place to live can be expensive and hard to find. A good option is to find someone who is looking for a roommate. Contact the Intern Coordinator for additional contacts and/or a list of others who may be looking for housing.

Local paper: [www.mammothtimes.com](http://www.mammothtimes.com)

### Transportation

In the winter a public bus service provides transportation within city to and from Mammoth Mountain at no charge. There is limited access in the summer.



## INTERN ASSIGNMENTS

Interns will be scheduled approximately 40 hours a week and specific hours will be determined based on the activities they are assigned. Interns must arrive ready to participate on the day they are scheduled to work. For both winter and summer programs this means in uniform, name tag and appropriate equipment for activities of the day. Times may vary.

For the winter program, there are daily, on-snow training clinics from 8:30AM-9:15AM. You need to be ready to go out by **8:30AM**. Interns working in the morning are to arrive by 8:00 AM to be ready for the 8:30 AM clinic. Lessons start at **9:30 AM** for a morning lesson and **1:00 PM** for an afternoon lesson. The intern will need to be ready to 10 minutes before the lesson. Lessons run from 9:30 AM – 12:00 PM and 1:00 PM- 3:30 PM with a one hour break for lunch. At the end of each lesson, return from your lesson 15 minutes early to wrap up at the DSES office, i.e. 11:45 AM for the morning lesson and 3:15 PM for the afternoon lesson. This will give you time to talk to parents, assist students preparing for lunch and complete lesson progress notes.

For the summer program, interns need to arrive at the scheduled time that will be set up at the beginning of the internship and will be based upon specific programs.

Interns typically work with individual students but a change of duties may be made at any time by the DSES staff when necessary. This may include helping with another lesson/activity, assisting with special events, equipment maintenance or administrative assistance, etc.

## CONFIDENTIALITY

All records, files and computer files of DSES are the property of DSES and considered confidential. No intern is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning transactions with participants, participant lists, payroll or personnel records of past or present volunteers, financial records, all records pertaining to purchases from vendors or suppliers and documents concerning operating procedures. All telephone calls, letters, or other requests for information about current or former volunteers/interns/staff should be directed to the Volunteer/Intern Coordinator who can assist in providing the appropriate information.

## INTERN MANUAL ACKNOWLEDGMENT AND RECEIPT

