

# Internship Program Manual

Mahomet Parks & Recreation Department



**Mahomet Parks and Recreation Department**

218 S. Lake of Woods Rd.

P.O. Box 259

Mahomet, IL 61853

(217) 586.6025

**Internship Program Manual**  
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## Mahomet Parks and Recreation Overview

### Village of Mahomet History

Settled in 1832 on the banks of the Sangamon River, Mahomet is the oldest community in Champaign County. A rural residential community with thriving business areas, Mahomet appeals to those in search of an atmosphere of country living, shopping, and working with added convenience of a cosmopolitan environment just 10 miles away from Champaign-Urbana.

Tales of the early days on the Grand Prairie are brought to mind while exploring the antique shops on old Main Street or the Early American Museum. Quality shops, a variety of restaurants and services, camping, a covered bridge, excellent outdoor activities, an award-winning golf course and many other qualities attract visitors and new residents to Mahomet.



# BOARD OF TRUSTEES

## VILLAGE PRESIDENT

Sean Widener  
elected as President 2017-2021  
elected by BOT to fill VP vacancy 2014-2017  
elected Trustee - 2013 - 2017  
elected Trustee - 2009 - 2013  
(cell phone) 217/621-9094  
(e-mail) [mayor@mahomet-il.gov](mailto:mayor@mahomet-il.gov)

## TRUSTEES

Bruce Colrav  
elected - 2015 - 2019  
elected - 2011 - 2015  
(phone) 217/586-2845  
(e-mail) [bcolrav@mahomet-il.gov](mailto:bcolrav@mahomet-il.gov)

David Johnson  
elected - 2017 - 2021  
(phone) 217-721-8142  
(e-mail) [djohnson@mahomet-il.gov](mailto:djohnson@mahomet-il.gov)

Andy Harpst  
elected - 2017 -2021  
elected - 2013 -2017  
elected - 2011-2013  
(phone)217/979-9707  
(e-mail) [aharpst@mahomet-il.gov](mailto:aharpst@mahomet-il.gov)

Donald Lynn  
elected - 2015-2019  
appointed - 2013 - 2015  
(phone)217/343-2784  
(e-mail) [dlynn@mahomet-il.gov](mailto:dlynn@mahomet-il.gov)

Bill Oliger  
elected - 2015 - 2019  
elected - 2011 - 2015  
(phone)217/530-2990  
(e-mail) [boliger@mahomet-il.gov](mailto:boliger@mahomet-il.gov)

Brian Metzger  
elected - 2017-2021  
appointed - 2015-2017  
(e-mail) [bmetzger@mahomet-il.gov](mailto:bmetzger@mahomet-il.gov)

## Mayor's Welcome

Nestled on the banks of the scenic Sangamon River and settled in 1832, Mahomet is the oldest community in Champaign County. With a Village population of 7,955 and surrounding area estimate of 15,000, we have retained our small town charm with plenty of opportunities that you would expect in a larger community.

The key to small town charm is its people. Our residents play an active role in our community involving themselves in a wide variety of church and civic organizations. The Mahomet-Seymour school system is a driving factor for many families to locate in our community with its excellent academic reputation and highly competitive and acclaimed sports, dance, drama, band and music programs. We are also proud of our new state-of-the-art Middletown Prairie Elementary School for pre-K and full-day kindergarten programs. In 2015, Mahomet was ranked 3rd in the State and 35th in the Nation by Niche for "Best Towns to Raise a Family" based on school ratings, crime rates, age demographics, access to affordable housing and childcare.

Our population continues to grow at a rate unsurpassed in Champaign County. We have a large inventory of residential lots located in several scenic subdivisions spread throughout the community and more in the planning stages. Our retail, commercial, and light industrial areas are growing as well with numerous locally-owned and operated businesses and national retailers. We have invested millions of dollars to extend water service, sanitary sewer and fiber optic lines resulting in hundreds of acres ready for commercial and light industrial development. We are also proud to have two adult assisted living communities, The Glenwood and Bridle Brook, along with three health care facilities, Carle Mahomet, Christie Clinic and Mahomet Specialty Clinic/Gibson Area Hospital. Led by the active and supportive Mahomet Area Chamber of Commerce and the Mahomet Area Economic Development Commission, we are focused on making Mahomet a great place to establish and operate your business.

Outdoor recreational opportunities thrive in Mahomet. We are the home of two Forest Preserves: Lake of the Woods, a 900-acre rolling wooded area centrally located in Mahomet, and Riverbend Forest Preserve located in southwest Mahomet with 130 acres of clear water lakes. You can walk, run or bike on miles of paved and natural trails; fish on the largest lake in Champaign County; and, enjoy 18 holes of golf, picnic, and cross-country ski. While taking in the natural beauty of the preserves, you can also enjoy destinations such as the Mabery Gelvin Botanical Gardens, Museum of the Grand Prairie, Champaign County's only Covered Bridge and the iconic HI-Tower Bell Carillon observation deck rising six stories above the park. In addition to the Forest Preserves, the Village's Parks and Recreation Department offers area leading programs for soccer, basketball, t-ball, baseball, softball, and flag football. With over 100 acres of open space spread across ten park locations, we have a variety of outdoor activities for all ages to enjoy. Finally, if the Parks and Recreation Department doesn't have what you are looking for, you are likely to find it on our numerous club sport traveling teams.

Our close proximity to Champaign-Urbana gives our residents quick access to the worldrenowned University of Illinois, Krannert Center for the Performing Arts, Big 10 athletic events, an enjoyable urban night-life, and vast array of cultural opportunities while enabling a smalltown-living quality of life. We are also only forty miles east of Bloomington-Normal along Interstate 74 and have easy access to Interstates 72 and 57. In any direction, Mahomet has convenient transportation options including bus, rail and air connections to Chicago, St. Louis, Indianapolis and all points beyond – should you ever want to leave. We know you will come back!

Many communities talk about "quality of life". We invite you to experience it.

*Sean Widener, Village President*

## **Village Departments**

The Village of Mahomet is operated and maintained with the following departments:

### Administration

(217)586-4456

### Planning and Zoning

(217)586-4456

### Police

(emergency) 9-1-1

*(non-emergency) (217)586-5533*

### Parks and Recreation

(217)586-6025

### Street and Maintenance

(217)586-2013

### Water/Wastewater

Water Plant (217)586-3554

Wastewater Plant (217)586-5324

**Mahomet Parks and Recreation Mission**

The mission of Mahomet Recreation is to improve the quality of life for all participants by meeting the need of the community through the provision of safe, excellent, recreational and leisure-time activities.

**Staff Information**

Patrick Brown	Village Administrator
Dan Waldinger	Parks and Recreation Director
Denise Reynolds	Program Coordinator
Johanna Jewell	Administrative Assistant
Dennis Mohr	Park Maintenance

**Office Address and Phone Number**

218 South Lake of the Woods Road  
Mahomet, IL 61853  
PH: 217-586-6025  
Fax: 217-586-5696  
Email: mahometrec@mahomet-il.gov

**Office Hours of Operation**

Monday-Friday, 8:00am-2:00pm

**Other manuals that should be read and will assist in your orientation training:**

Village of Mahomet Personnel Policy Handbook  
Mahomet Recreation Program Guide(s)  
Any manuals specific to programs in which the student is involved  
Village of Mahomet Safety Manual

### **Mahomet Parks and Recreation Internship Overview**

The Mahomet Parks and Recreation Department has designed a 14-16 week internship opportunity that will provide a student with a well-rounded experience which introduces them to all facets of a diverse, comprehensive parks and recreation program. This provides them with a "hands on" experience that reflects what recreation and park professionals do on the job to ensure the necessary and enhanced services to the community.

### **Internship Program Goals and Objectives**

Internships will be exposed to detailed aspects of recreation administration and operations, recreational programming, special events, front desk administration and overall facility maintenance and operations. The intern is expected to work at least 40 hours per week for 14-16 weeks. Program Goals are:

- To apply academic and practical experience to a hands-on, real life experience.
- To problem solve in a work environment.
- To exchange ideas with professionals in the field.
- To gain pride and appreciation in the field.
- To gain competent professional skills.

### **Internship Guidelines and Minimum Requirements**

Candidates must be pursuing a degree in recreation or a related field from an accredited university. Must possess a valid drivers license and own transportation. Strong leadership and communication skills, accompanied by a good attitude, to handle a flexible schedule involving nights and weekends. CPR and First Aid Certification is desirable (must obtain within 30 days of hire). Upbeat personality and motivational skills necessary to assist members in actively achieving their fitness goals.

### **Application**

Please send a letter of inquiry, as well as, a current resume and a completed application form. Applications are available online at [www.mahometrecreation.com](http://www.mahometrecreation.com) or available at the Mahomet Parks and Recreation Department Office at 206 South Elm. When the department receives this information, an interview may be arranged. The student will be notified either in writing or by phone of acceptance by the Mahomet Parks and Recreation Department.

### **Immediate Supervisor**

Dan Waldinger, Director

### **Compensation**

Interns will be paid a stipend of 50 per week. It is our philosophy that the Mahomet Parks and Recreation Department and the student have a partnership. We provide the Intern with the required knowledge and experiences to fulfill the internship standards of the university, while providing valuable learning experiences.

### **Working Hours**

Interns will be expected to work 40 hours per week, which will include evening and/or weekends for a minimum of 14 weeks.



### **Dress Code**

Dress will depend on the specific job assignments. When working in the office, semi-professional attire is required. When working in the field, dress will be determined by job duties.

### **Assignments**

Assignments are based on the Intern's strengths, growth areas and interests. It is the intention of the Intern's supervisor to suggest events that will broaden the learning experience of the Intern. Areas assigned may include the following:

- Administration
- Budgeting and Finance
- Marketing and Promotions
- Facility Maintenance and Operations
- Special Events
- Youth Activities
- Athletics
- Senior Activities

### **Intern Duties and Responsibilities**

The Mahomet Parks and Recreation Department will provide an environment which will nurture learning as much as possible.

The Intern will be responsible to:

- Assist with administrative duties such as, but not limited to, the detailed aspects of recreation administration and operations, recreational programming, special events, front desk responsibilities as well as overall facility operations.
- Lead programs and special events when needed.
- Handle public complaints, suggestions and disciplinary problems or refer them to the Program Coordinator or Director when appropriate.
- Monitor conduct of participants in programs to ensure compliance with rules and implement disciplinary procedures as necessary.
- Attend recreation staff meetings/training sessions as required by the Director.
- Meet with the Director as needed or requested.
- Familiarize themselves with the procedures/guidelines for the internship.
- Create goals and objectives for the internship.
- Conduct themselves in a professional manner.
- Be timely with all required written communication.
- Seek opportunities to complement your work and educational experiences.
- Assist staff on projects and assignments.
- Plan in advance for each area/project; ask questions if in doubt.
- Practice excellence in your work.
- Be flexible by working the times and dates assigned to you. You will have to work some evenings and weekends.
- Notify your supervisor in advance of any anticipated absence from work.
- Evaluate each program and meeting you attend and discuss your observations with your supervisor. Be willing to offer new ideas.

- Be appropriately dressed for all assignments.
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect. You are a representative of the Village of Mahomet and the Mahomet Parks and Recreation Department.
- Ask for advice from your supervisor regarding any problems you cannot successfully solve yourself.
- Show initiative and creativity. Offer ideas and suggestions on program improvements.
- Communicate openly, honestly and professionally with all people you come in contact with during your internship.
- If you have free time, use that time to learn more about the operations of the Village and Department. Read any manuals, fliers, or brochures that will add to your knowledge of the facility.
- Additional functions may be essential as assigned.

### **Supervisor Responsibility**

The Director, Program Coordinator and those directly involved with the internship process will make a commitment to the time, energy and resources necessary to provide a quality internship experience. The Mahomet Parks and Recreation supervising staff has specific responsibilities to the Intern.

They include:

- Schedule, oversee, mentor and evaluate the Intern during the time period assigned.
- Assist in the design of a schedule that will incorporate essential and important tasks and responsibilities in order for the Intern to gain knowledge and skills to further their professional career.
- Review with the intern Mahomet Parks and Recreation policies and procedures.
- Provide appropriate training in specific areas as determined by the supervisor.
- Provide ongoing feedback to the intern; listen and respond to the Intern's ideas, suggestions, problems and concerns.
- Provide written evaluation and a performance feedback appraisal at the midpoint and conclusion of the internship.
- Communicate with the intern any concerns or specific suggestions that will assist in the learning process of the internship experience.
- Mahomet Parks and Recreation makes every effort to structure job assignments around each intern's particular professional interests.

## Application Deadlines

Applications should be received by the following dates for each semester:

- Fall semester - June 1
- Spring semester - November 1
- Summer semester - March 1

Extensions to the application deadline may be requested through the Director of Parks and Recreation. The Director will grant such extensions at his or her discretion.

Contact the department directly at:

Attention: Director  
Mahomet Parks and Recreation  
503 East Main Street  
PO Box 259  
Mahomet, IL 61853  
mahometrec@mahomet-il.gov  
(217) 586-6025  
www.mahometrecreation.com

## **Mahomet Parks and Recreation Internship Agreement**

This agreement is made and entered by and between \_\_\_\_\_  
(Intern) of \_\_\_\_\_ (University) and the Mahomet Parks and Recreation  
Department on this \_\_\_\_\_ day of \_\_\_\_\_ (month/year)

Term of Agreement:

\_\_\_\_\_ (Intern) agrees to complete an internship experience with the  
Mahomet Parks and Recreation Department for a minimum of \_\_\_\_\_ (weeks) at 40  
hours/week. The internship will commence on \_\_\_\_\_ and will conclude  
\_\_\_\_\_.

### **Obligations and Responsibilities of the University:**

1. Provide a faculty member to coordinate responsibility for instruction and supervision of the internship experience. Notify the agency in writing if any changes will occur.
2. Provide the Mahomet Parks and Recreation Department (MPR) and intern with an accessible faculty member for questions and concerns that might arise during the internship.
3. Provide (MPR) and the intern with a copy of the University intern manual, all deadlines, and appropriate evaluation forms.
4. Assist intern for an internship experience through instruction and education at the University.
5. Reasonably prepare the Intern for an internship experience through instruction and education at the University.

### **Obligations and Responsibilities of the Intern:**

1. Complete all necessary pre-internship requirements: application, cover letter, resume, references and tax forms (if paid). There will be no cost incurred to the intern for completing these requirements.
2. Provide MPR supervisor with University manual, deadlines and evaluation forms.
3. Complete all University assignments and evaluations on designated dates.
4. Adhere to all policies, regulations, and assignments outlined by MPR and the University.
5. Assume the responsibility for their own medical care and insurance coverage. MPR will not assume any financial liability for such care.

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**Obligations and Responsibilities of the Mahomet Parks and Recreation Department:**

1. Provide the intern, if allowed by the University, with a stipend.
2. Share in the responsibility of the education, evaluation, and guidance of the Intern in accordance with own policies and the University guidelines.
3. Provide the intern with a complete orientation to agency, staff and participants.
4. Provide a supervised program of applied experience under the guidance of professional staff.
5. Complete all performance evaluations under the deadlines provided by the Intern.
6. Provide Intern with MPR Internship Manual and access to all other departmental manuals.

This agreement constitutes the entire agreement between the parties and supersedes all other agreements, whether oral or written, with respect to the previous subject matter. This agreement may not be altered, amended, or modified except in writing and by agreement of all involved parties.

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Agency Supervisor \_\_\_\_\_ Date \_\_\_\_\_

University Supervisor \_\_\_\_\_ Date \_\_\_\_\_