What to Expect from Your Internship or Practicum
As an intern or practicum student with Coralville Parks and Recreation, you can expect to become an integral part of a team who brings opportunities to Coralville residents to enhance their quality of life through parks and recreation. After your orientation to the department, city facilities, and community, you will be assigned duties and responsibilities similar to those commonly assigned an entry level managerial position. You will be expected to attend staff meetings, professional association meetings, and community events. You will also attend council and commission meetings and public hearings where applicable. You will be assigned one person as your supervisor and mentor but will work with multiple staff members in the department.

About Coralville
A city of 19,253 (Census 2010), we are located adjacent to Iowa City, home to the University of Iowa. The City of Coralville is committed to a vision of growth and economic vitality, while maintaining our heritage and sense of civic pride and citizens value recreation opportunities.

About Coralville Parks and Recreation
Parks and recreation facilities include a recreation center and indoor pool, outdoor family aquatic center, adult and youth sports facilities, parks and wetlands, school/community building partnerships, multiple shelters, four seasons pavilion, twenty four miles of trails, a 472 seat performing arts theater, and an 18 hole golf course with 12,000 square foot clubhouse.

The City of Coralville currently has thirty four full time employees and numerous part time employees.

Internship
At Coralville Parks and Recreation, we define an internship experience as being with our department 20 or more hours per week or fulfilling no less than 270 hours over a semester. As an intern, you will have the opportunity to explore the department on many levels by working in a minimum of four areas during your experience. You will also work with your department internship supervisor on a special event or a special project which may span over the majority of the internship weeks and be considered a benefit the department as a whole.

Your program area choices are:
- Aquatics
- Youth and Adult Sports
- Summer Camps/Before and After School Programs
- Facility Management/Jr. High Programs
- Administration – (is included as a part of all the above plus spending 1 week with upper level administrative personnel).

In all the above areas, you will also be involved in special events and general recreation programming. Other interest areas such as golf, performing arts, or parks projects may be able to be accommodated as part of the experience.

Sample Internship Schedule for a 540 hour experience

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>(1 week)</td>
</tr>
<tr>
<td>Rotation in Program Area #1</td>
<td>(3 weeks)</td>
</tr>
<tr>
<td>Rotation in Program Area #2</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td>Administration Week</td>
<td>(1 week)</td>
</tr>
<tr>
<td>Rotation in Program Area #3</td>
<td>(3 weeks)</td>
</tr>
<tr>
<td>Mini Rotation, Evaluation &amp; Wrap Up</td>
<td>(2 weeks)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

(can be modified to fit interns needs)

02/07/18
Practicum

We define a practicum student as being with the department less than 20 hours per week or fulfilling 135-269 hours over a semester. As a practicum student, you will work closely with one or two staff members on a concentrated area or project.

A typical practicum schedule fulfills a requirement for a higher education institution such as 135 hours for a three credit experience at the University of Iowa. Your schedule will be established around your class schedule.

Hours and Wage
Work hours will vary during your experience according to the program area or supervisor. For both practicum and intern students you can expect that there will be some weekend events that you will asked to be a part of during the semester. We pay our interns and practicum students half of all hours worked recognizing that our interns provide value to our department but also involve teaching time for our staff. For a full time (40 hours per week) internship, you will be paid approximately $600 per month or one half of all hours worked up to twenty hours per week. With a full time internship, work outside the department may be extremely difficult due to your varied and sometimes unpredictable schedule and must be approved with your internship mentor. For a part time internship or practicum student, you are paid one half of hours worked.

How to apply?
Submit resume, cover letter, and application to the department.

We hope you will consider an internship or practicum with Coralville Parks and Recreation for your transition from school to career. If you have any questions, please contact Scott Prochaska, Recreation Superintendent at sprochaska@coralville.org or at 319.248.1750.