



Arlington Heights Park District

Internship Manual

2011 - 2012

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410 N. Arlington Heights Road
Arlington Heights, Illinois 60004
(847) 577-3000

Arlington Heights Park District

The Arlington Heights Park District was formed in 1925, when the 2,300 residents of the Village of Arlington Heights determined, by petition, that there was a need for an organized park district. The first land acquisitions included the dedication of Memorial Park by the Village and the leasing of the railroad parks along the Chicago and Northwestern Railroad right-of-way. The first full time employee was appointed in 1926 and the first recreation programs began in 1935. Recreation Park, the first community park, was built in 1938 as a Works Progress Administration project and featured a field house, outdoor swimming pool, shelter house, ice skating rink, baseball diamond, croquet court, tennis courts, horseshoe pits, and shuffleboard.

From the first day in 1925, Arlington Heights Park District has grown to serve a Village of 76,900 residents with an exciting and dynamic array of parks, facilities, and programs. Park sites number 58 on 714 acres including: 7 community parks, 25 neighborhood parks, 7 playlots, a rose garden, an arboretum, 151 garden plots at 2 different locations, and a series of 4 connector parkways. Park District facilities feature: 5 community centers; 5 outdoor swimming pools; 1 indoor swimming pool; a cultural arts center; a senior center; Arlington Lakes Golf Club: an eighteen hole golf course; Nickol Knoll Golf club: a nine hole golf course; Sunset Meadows Golf Driving Range; Forest View Racquet Club with 6 indoor tennis courts, 7 outdoor tennis courts, 6 racquetball/handball courts, an aerobic/dance studio, and health club; Heritage Tennis Club: with 8 indoor tennis courts; Lake Arlington: a 50 acre lake for fishing and sailing, and recreation area; Melas Park: a four field softball complex, lighted soccer field, sand volleyball courts and destination playground; two indoor basketball and volleyball gymnasiums attached to community schools, Senior Center, Arlington Heights Museum, 39 playgrounds, 5-10 outdoor ice skating/hockey rinks, 3 sledding hills, 61 outdoor tennis courts, 39 softball diamonds, 7 baseball diamonds, 17 soccer fields, 6 football fields, 3 outdoor volleyball courts, 23 outdoor basketball areas, 3 fitness trails and 1 skate boarding park.

Recreation programs and events number over 2000 with an annual attendance of over 800,000. Programs are offered to all ages, from 6 months old babies to their golden aged grandparents, and are planned for all areas of interest including; sports, athletics, health, exercise, aquatics, arts, day camps, and other general interests.

The Park District is a separate unit of municipal government presided over by a five member Board of Commissioners. Board members are elected on a non-partisan basis and serve four-year terms without compensation. The Board is responsible for formulating Park District policies and regulations on operating, planning, and improving the parks, facilities, and programs. The Park Board appoints an Executive Director to oversee the daily administration of the Park District. District services are divided into three major departments: Parks and Planning, Finance and Personnel, and Recreation and Revenue Facilities. A Director heads each department. Arlington Heights Park District employs 100 full-time and over 1000 part-time employees, and operates on a 14 million dollar annual budget which is derived primarily from taxes, fees, and charges.

Arlington Heights Park District was presented with the National Gold Medal Award in 1983, 1992, and 2001 for excellence in park and recreation management in Class III (population 50,000-100,000). The District has a long and proud history of service to the residents of Arlington Heights. Presently, Arlington Heights Park District continues to offer new and innovative programs, expand services where needed, and acquire new park land in order to effectively serve the recreation and leisure needs of the community.

Arlington Heights

- I. Community Profile
 - Northwest Suburb of Chicago
 - Population 76,900
 - Predominantly single and multiple family housing
 - Median age 39.7
 - Per capita income \$33,354
 - Education Level 14.7

- II. Agency Profile: Arlington Heights Park District
 - Estimated Assessed Valuation \$1,500,000,000
 - 100 full time employees
 - Annual budget: approximately \$14 million

Facilities

- Five community centers with outdoor pools
- Two Maintenance/Service Centers
- One indoor pool
- One cultural arts center
- One restaurant/banquet center
- One 18 hole golf course
- One 9 hole golf course
- One driving range
- One Skate Boarding Park
- Two racquet clubs
- One health club (in Forest View Racquet and Fitness Club)
- Lake Arlington (sailing, fitness trail, and outdoor recreation)
- Senior Center
- Melas Park Softball, Soccer and Sand Volleyball facility
- Two Indoor Gymnasiums attached to area school buildings
- Museum
- 714 acres of land

Content of Experience

The student involved in the intern program will become an integral part of the agency and gain experiences in as many of the following areas as possible:

General Experiences

You will gain a broad experience in dealing with public relations; should attend board, community and professional society meetings; and work with committees in the agency and the community.

Facilities and Maintenance

Maintenance procedures and the operations of programs, facilities, and camps, are important areas in which to have an in-depth experience. In addition, you will gain theoretical knowledge as well as practical experience in facility planning and operation.

Program Planning

Involvement as it relates to starting new programs, supervision of existing programs, and in person leadership roles are important. You will prepare program plans and act as a leader in carrying them out. Involvement in programs should be broad in scope with as much depth as possible without sidelining agency operations.

Administration of the Agency

Time will be spent with the Director of Recreation to learn about the responsibilities, problems, and qualifications of this position. Time with others on the administrative and supervisory staff will also be included. Generally speaking, one meeting per week will be conducted between the student and the supervisor. Other meetings will be held at varying frequencies.

Budget and Finance

An opportunity will be given to students to provide input and assist in the budget preparation of a facility of your choice.

Customer Employee Relations

Throughout your internship customer service, the lifeblood of our operations, will be of utmost importance. You will be involved with countless numbers of patrons, all of which should be exposed to the best service and programs possible.

Networking

Every opportunity possible will be given to the student to attend State association and affiliate meetings.

These meetings are designed to provide the student the opportunity to network and understand the activities of the State and affiliate organizations.

Compensation

The Park District does provide a stipend of minimum wage per hour for interns.

Dress and Appearance

The personal appearance of a student conveys to Park District staff members and the public a general impression of the intern. Attire should be in good taste and appropriate to the task being performed.

Jeans are not to be worn.

Absence

In case of absence or sudden emergency, the intern or some family member shall notify the Recreation department office before the starting of the workday.

Workman's Compensation

All interns are covered under the Workman's Compensation Insurance of the Park District. Any intern injured while on duty must notify their immediate supervisor immediately.

Liability

Interns are covered by liability insurance to handle any civil action that may be taken against the operation of the Park District, its agent or agents, or any employee who may be subject to a lawsuit of damages resulting while in the performance of his duties.

Health Insurance

No health insurance coverage is provided for the student.

Student Internship Program

The duties of interns include, but are not limited to the following:

Meetings

Weekly meetings will be scheduled with your Supervisor to discuss experiences, problems, ideas, and provide an opportunity to ask questions.

Reports and Notebook

A weekly written report must be submitted to the Agency Intern Coordinator which will include the student's reactions to the previous week's events. This report may coincide with the requirements for the respective university. A copy of each report will be retained by the participating agency.

A mid-term report summarizing the first half of the internship should be submitted to the Intern Coordinator during the first week of the second half of the internship. Items to consider would be those in which you feel strong; weak; and aspects you would recommend be changed.

Compile a notebook of all information obtained during the field work experience. Include such items as weekly reports, flyers, brochures, activity, analysis, lesson plans, and anything that was helpful or educational to you.