

Glenview Park District

INTERNSHIP PROGRAM



*The Glenview Park District is an Equal
Opportunity Employer.*

**FOR RECREATION,
PARK and
ADMINISTRATION
MAJORS**

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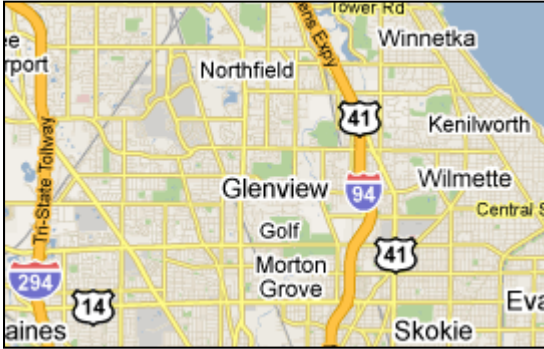
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INTRODUCTION TO GLENVIEW PARKS AND RECREATION

ABOUT GLENVIEW, ILLINOIS



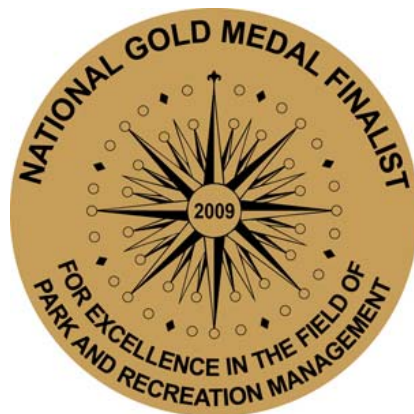
Incorporated on June 20, 1899, the village of Glenview is located just 20 miles north of Chicago. Quality demographics, access to transportation and services, and an excellent school system are the motivating factors for residents who make Glenview home. Today this north-shore suburb is just over 13 square miles and home to nearly 45,000 residents in 15,464 households, as well as many “Fortune 500” companies, including Kraft, Avon, and Illinois Tool Works. Statistically

speaking, the average age of a Glenview resident is 41.3, the average education level is 16.5 years, the average family income \$113,965, and the average home value is \$336,000 (and rapidly rising).

THE GLENVIEW PARK DISTRICT

The Glenview Park District is the first ever two-time winner of the National Gold Medal Award for excellence in recreation. With 100 full-time employees and as many as 1,000 part-time employees during peak season, it operates on an annual budget of \$35.6 million with 47% coming from taxes and the remainder from other sources of revenue, including fees, memberships and donations. A board of (7) elected officials governs the organization led by an Executive Director and (4) Superintendents. The park district includes:

- 560 Acres Owned & 153 Acres Leased
- 165,000 Sq. Ft. Community Center
- (2) Outdoor Water Parks
- Tennis Club
- Ice Center
- (2) Golf Courses
- Nature Center
- Tyner Center



- Historic Farm
- Memorial Museum
- 41 Baseball Fields
- 11 Softball Fields
- 32 Basketball Courts
- 5 Football Fields
- 4 Lacrosse Fields
- 2 Field Hockey Fields
- 38 Outdoor Tennis Courts
- 5 Sand Volleyball Courts
- 37 Playgrounds
- 2 Skate Parks
- 13 Picnic Areas
- 13 Field Houses
- 9 Outdoor Walking Paths



MISSION, VISION, VALUES

Our mission is to provide quality recreation programs, facilities, and open space.

Our vision is to promote wholesome, enriching, and enjoyable leisure-time experiences that benefit the individuals, families, and the community of the Glenview Park District.

Our values are as follows:

SAFETY

THE DISTRICT WILL PROVIDE SAFE AND BARRIER-FREE PARK AND RECREATION FACILITIES WHICH BALANCE THE NEED TO MINIMIZE RISK WHILE PRESERVING THE FUNDAMENTAL NATURE OF THE LEISURE EXPERIENCE.

CUSTOMER SERVICE

ALL PATRONS AND CO-WORKERS WILL BE TREATED WITH RESPECT, COURTESY AND PATIENCE.



PROFESSIONALISM

PROFESSIONALISM WILL BE EXEMPLIFIED IN THE DISTRICT'S BOARD, STAFF AND OPERATIONS.

DIVERSE PROGRAMMING

RECOGNIZING THE SOCIAL, CULTURAL AND ECONOMIC DIVERSITY OF THE COMMUNITY, THE DISTRICT WILL OFFER A WIDE RANGE OF LEISURE OPPORTUNITIES AND WILL PROVIDE EQUITABLE ACCESS TO ITS PROGRAMS AND FACILITIES.

FISCAL RESPONSIBILITY

DISTRICT DECISIONS WILL BE GUIDED BY SOUND FINANCIAL PRINCIPLES AND SERVICES WILL BE PROVIDED IN A COST EFFECTIVE MANNER TO MAXIMIZE BENEFITS TO THE COMMUNITY.

STEWARDSHIP

THE DISTRICT WILL RESPECT HISTORICAL, ENVIRONMENTAL AND CONSERVATION SIGNIFICANCE IN DEVELOPING, MAINTAINING AND PRESERVING ITS LAND AND FACILITIES.

PUBLIC INVOLVEMENT

THE DISTRICT VALUES COMMUNITY PARTICIPATION AND ROUTINELY SOLICITS INPUT FROM RESIDENTS AND PATRONS FOR USE IN ITS NEEDS ASSESSMENTS AND DECISION-MAKING PROCESSES.

PARTNERSHIPS

THE DISTRICT WILL MAXIMIZE THE USE OF COMMUNITY RESOURCES BY UTILIZING COMMUNITY EXPERTISE AND BY DEVELOPING POSITIVE WORKING RELATIONS WITH LOCAL GOVERNMENTS AND ORGANIZATIONS IN THE COMMUNITY.

CONTINUED IMPROVEMENT

THE DISTRICT WILL STRIVE FOR CONTINUAL IMPROVEMENT BY REGULARLY EVALUATING ITS PROGRAM OFFERINGS, OPERATIONS AND TECHNOLOGY.

TEAM VALUES

ETHICS AND INTEGRITY

We hold ourselves accountable to the highest standards of professionalism and ethical conduct. We foster trust and honesty in our interactions. We treat each other fairly and with equity. We demonstrate reliability, and follow through on our promises and commitments.

RESPECT AND DIVERSITY

We recognize and appreciate individual differences and judge each person on their own merit. We value the background, ideas, opinions and contributions of others. We treat others as we would want to be treated with courtesy, respect and dignity.

OPEN COMMUNICATION

We encourage feedback and actively listen to others. We value the information provided and use it for continuous improvement.



COLLABORATION

We work together as a team, share our expertise and demonstrate the spirit of cooperation to achieve common goals.

QUALITY AND APPRECIATION

We take pride and ownership in our work and our facilities. We recognize and celebrate our individual efforts and our collective accomplishments for a job well done.

EMPOWERMENT

We are able to make decisions independently and understand that mistakes are learning opportunities. We support intelligent decision making through objective analysis of issues and free of personal biases.

DEVELOPMENT

We provide opportunities for both personal enrichment and professional growth. We strive to achieve our personal best.

WORK-LIFE BALANCE

We bring fun to our work, and our work allows us the freedom to pursue our personal goals. We value a workplace that provides opportunities for camaraderie and a feeling of belonging.



ORGANIZATIONAL STRUCTURE

The Glenview Park District consists of four (4) divisions: Leisure Services, Special Facilities, Park Services, and Administrative Operations. Each division is headed by a Superintendent. The divisions are led by an Executive Director who is accountable to a 7-member elected Board of Commissioners.

Glenview Park District Board of Park Commissioners

Judy Beck



William Casey



Mary Jean Coulson



Angie Katsamak



Bob Patton



Ted Przybylo



Michael Scholl



Glenview Park District Administrative Team



Charles T. Balling
Executive Director



Barb Cremin
Superintendent of
Administrative
Operations



Cheryl L. Deom
Superintendent of
Special Facilities



Fred Gullen
Superintendent of
Park Services



Robert Quill
Superintendent of
Leisure Services

FACILITIES & PROGRAMS

PARK CENTER

Built in 2001, Park Center is a 165,000 square foot community center that houses:

- Program Registration and Information
- Adult Sports Programming
- Youth Sports Programming
- Cultural Arts Programming
- Special Events & Party Programming
- Lakeview Room Banquet & Facility Rentals
- Health & Fitness Center
- Wiggles & Giggles Child Care
- Splash Landings Pool
- Little Learners Pre-School
- Glenview Senior Center



FLICK POOL

New for 2005, Flick Pool is an outdoor water park that includes a zero-depth pool with interactive water playground, a tot-spot kiddy pool, open & closed drop slides, two diving boards, "Splash Blaster" water game, a lap/activity pool, and Garden Grill concessions. The pool also offers a variety of birthday party packages.



ROOSEVELT POOL

New for 2005, Roosevelt Pool is an outdoor water park that includes a zero-depth pool, an activity/lap pool, a diving platform, a deep-water pool, "Spray Play" features, two drop slides, and Island Grill concessions. The pool also offers a variety of birthday party packages.



SCHRAM MEMORIAL MUSEUM

Acquired by the Park District in 2001, the Schram Memorial Museum was originally erected as the Navy Chapel at the Glenview Naval Air Station in 1945 then moved to its present location and completely restored. The Schram Memorial Museum is now available for rental by groups, individuals, and organizations for meetings, weddings, and other special gatherings.



THE GROVE, NATIONAL HISTORIC LANDMARK

The Grove, National Historic Landmark, is a 123-acre nature preserve of woods, ponds, savannahs, and trails which was the home of visionary horticulturalist and educator Dr. John Kennicott and his son Robert during the 19th century. It is the site of the 1856 Kennicott House, the Interpretive Center & Greenhouse, a Native American Village and Log Cabin, a replica of a One-Room School House, and the gracious Redfield Estate which may be rented for weddings and other special occasions. The Grove offers year-round nature and history programs for adults and children as well as summer camps for children.



WAGNER FARM

Wagner Farm is the last working farm on the North Shore. It was operated continuously by the Wagner family from 1840 until the last member of the family died in 1997. The Glenview Park District purchased the farm in July of 2000 with the goal of operating it as a public recreation/educational facility depicting farming practices of the 1920's to the 1950's. Wagner Farm offers educational programs and special events as well as regular visitation hours.



GLENVIEW PARK GOLF CLUB

The Glenview Park Golf Club is a 6,057-yard, 18-hole, par 70 course open for play to both residents and non-residents on a green-fee or season pass basis. It features a full-service golf shop with an excellent selection of merchandise.



THE CAFÉ AT GLENVIEW PARK GOLF CLUB

Serving a weekday lunch menu, the Café at the Glenview Park Golf Club also hosts a wide variety of special events and banquets.



GLENVIEW NATIONAL 9 GOLF CLUB

New in 2001, the Glenview National 9 Golf Club is a 2,047-yard par 31, 9-hole course designed with the family in mind. Each hole features four sets of tees to accommodate varying skill levels. Continuous cart paths allow riding every day the course is open for play. It is open to residents and non-residents on a green-fee basis only.



GLENVIEW TENNIS CLUB

Newly remodeled in 2001, the Glenview Tennis Club includes (8) indoor courts, a full-line pro shop, supervised playroom and playground, a whirlpool, sauna, and stretching area. A full selection of leagues is available as well as lessons for all ages on a year-round basis. Memberships are available, providing reduced court rates and preference in reserving courts and lesson registration.



GLENVIEW ICE CENTER

Renovated in 1997, the Glenview Ice Center features a 200' x 85' main rink as well as a 90' x 60' studio or instructional rink. Visitors will also find a pro shop, skate rental, concession stand, vending machines, a game room, plus a large multi-purpose room and party room which are available for rental. The Ice Center offers a quality program of hockey and figure skating lessons, competitions, and just-for-fun recreational skating.



AIR STATION PRAIRIE AND TYNER CENTER

A 32-acre remnant of a tall grass prairie that once stretched for millions of square miles across much of the North American continent, the 3,000 square foot Interpretive Center also serves as a showcase for "green technology". The building features a number of environmentally sound design attributes including a Green roof. This building has been approved for the platinum level in the LEED.



PARK SERVICES & GOLF MAINTENANCE

A well-trained and conscientious staff that is responsible for the maintenance, repairs, improvements of park areas and buildings including both owned and leased properties. Over 100 different species of trees thrive at the Glenview Park Golf Club. It is beautifully landscaped with an extensive variety of trees, shrubs and flowers, this 18-hole, 6,133 yard par 70 course features a choice of three bent grass tee boxes on every hole.



ADMINISTRATION

Certainly, no park district could operate without the proper leadership and support services in place. The administrative team consists of an Executive Director, four Division Heads and staff supporting, Accounting / Finance, Information Technology, Marketing & Communications, Human Resources, Benefits Administration, Risk Management, and Park Planning.



INTERNSHIP PROGRAM

PROGRAM OVERVIEW

The Glenview Park District is proud to offer a paid internship program for college and university students designed to provide a first-hand knowledge and understanding of their field of study and the structure and forces that affect it. Students are given an opportunity to integrate and apply knowledge, theory, and understanding from the academic setting to the working environment while the park district works closely with the university to meet internship standards/requirements.

OBJECTIVE & GOAL

The Glenview Park District's internship opportunity provides students with a well-rounded experience, with an introduction to various facets of a diverse, comprehensive parks and recreation program, including significant exposure to administration, management, and business-aspects of the organization.

The principle objective of this internship program is to assist college students in making an effective transition from the classroom to the professional world.

The goals of the internship program are:

- To allow students to apply academic learning to a hands-on, real-world experience
- To teach students about the diverse business operations of a park district in an on-the-job environment
- To provide an understanding of the complexity and required interaction between entities in a public-sector organization
- To give students the opportunity to communicate and network with other professionals in the field
- To show pride and an appreciation for the field and validate the intern's career choice



- To have the student-worker successfully complete a special project and present the findings and recommendations to the administration at the conclusion of the internship.

PROGRAM DESCRIPTION

Given the size and scope of the Glenview Park District, we are pleased to be able to offer an internship program with exposure to one or more of the following areas:

- | | |
|-------------------|------------------------------|
| 1. Leadership | 6. Nature Center |
| 2. Administration | 7. Historical Interpretation |
| 3. Programming | 8. Golf Courses |
| 4. Aquatics | 9. Tennis Club |
| 5. Fitness Center | 10. Ice Center |

ASSIGNMENTS & MEETINGS

At the conclusion of each learning week, the intern will be required to prepare a report (no more than 4 pages typed double-spaced), highlighting his/her education and experience acquired during the week. **Special attention should be given to including your reaction and observation from various meetings, programs, etc you were part of. It should be emphasized the District is not interested in a chronological listing of what meetings and activities you attended, but what you learned and thought about during the time spent in the activity.** Each intern is required to attend any regularly scheduled meetings of the Board of Commissioners in addition to any special committee meetings, both of which are typically held on weeknights.

PROGRAM CURRICULUM

WEEKS 1 AND 2 - INTRODUCTION TO LEADERSHIP AND ADMINISTRATION

During the first two weeks, the intern will receive a general orientation to the Glenview Park District and spend time meeting with the leadership of the organization, including the Executive Director and the Superintendents of each division as well as the Managers of each facility. The intern will

also be exposed to the different administrative units of the Park District, including Accounting & Finance, Marketing & Communication, Human Resources, Safety & Risk Management, and Information Technology.

WEEKS 3 TO CONCLUSION

Based on the season and the schedule of events at each facility, interns will be given assignments at one or more facilities to gain a hands-on experience in recreational facility operations. Specific assignments will attempt to provide exposure to:

- A variety of recreational facilities
- Public and community contact
- Program development and implementation
- Research and data analysis
- Administrative responsibilities
- Report writing and presentations



FINAL PROJECT

Working with the supervisor, interns will develop a concept and project plan for an final project to be completed and presented prior to the end of the internship program.

WORK SCHEDULE

Each internship generally runs for a period of 12-weeks, and candidates can expect to work a minimum of 8+ hours / day and/or 40+ hours / week, including some evenings, weekends, and holidays.

In order to provide interns with as thorough and meaningful an experience as possible, interns will work a vigorous schedule including very early mornings, late evenings, and weekend shifts which will correspond to the facility hours for the given week and also allow for attendance at Board and committee meetings.

OFFICE CODE

Dress will depend on the specific job assignments and may vary dramatically from day-to-day. When working in the field, dress will be determined by job duties. When working in the office, attending meetings, or making presentations, dress should be business casual. There are many restaurants locally for lunch, or a small kitchen is available for your use. Parking is provided in a designated parking lot for employees.



COMPENSATION & BENEFITS

The Glenview Park District and the intern student have a partnership. The intern receives the required knowledge and experiences to fulfill the internship standards of the university and the park district enjoys the benefit of additional personnel for special projects. In light of this cooperative arrangement, interns will be paid a modest weekly stipend.

ROLES & RESPONSIBILITIES OF THE STUDENT INTERN

1. To meet the minimum qualifications for acceptance into the internship program
2. To submit a timely, thorough, and accurate application for consideration
3. To successfully pass a telephone screening and an in-person interview.
4. To take an active role in the internship process, including asking frequent questions and offering comments, suggestions, and viewpoints
5. To be aware of all requirements, including work schedule, dress code (which will vary), policies, procedures, and organizational structure
6. To maintain confidentiality of private issues to which the intern may be exposed or made privy
7. To ask for advice from the intern supervisor regarding any problems you are unable to solve

8. To become involved in any and every opportunity presented to you
9. To communicate openly, honestly, and professionally with all persons with which you come into contact (supervisors, co-workers, vendors, board members, the public



10. To evaluate each program and meeting and discuss observations with your intern supervisor
11. To complete weekly activity & learning reports and submit them to your intern supervisor by the established deadlines
12. To complete a special project at the conclusion of the internship program to be collaboratively determined by you and your intern supervisor

ROLES & RESPONSIBILITIES OF THE INTERN SUPERVISOR

1. To establish and maintain a formalized and professional internship program by developing a comprehensive plan and assignments for the internship period.
2. To build relationships with colleges and universities and promote the internship program with those institutions preparing future parks and recreation professionals
3. To receive and review applications, interview candidates, and make final intern selection
4. To escort the student-worker through the entire internship process, including orientation and introductions, dispatching to assignments, meeting with intern on at least weekly to review and discuss the activity & learning status reports, including the intern in as many administrative meetings as possible, soliciting ideas and input from the intern and making adjustments in assignments as necessary
5. To offer helpful and constructive feedback to the intern and complete a performance evaluation (mid-internship and post-internship)
6. To assign the final project and schedule the presentation with the administration

ROLES & RESPONSIBILITIES OF EACH PARTICIPATING PARK DISTRICT FACILITY

1. To appoint a contact person and mentor
2. To provide the intern with an orientation to the facility and introduction to all staff
3. To engage the intern in both day-to-day operations while at the same time exposing the intern to bigger-picture administrative challenges
4. To provide the intern with meaningful and site-specific assignments that can be accomplished in the assigned timeframe.

ROLES & RESPONSIBILITIES OF THE COLLEGE ADVISOR

1. To be aware of the internship program at the Glenview Park District
2. To identify potential student candidates and to promote the internship program with the Glenview Park District as a viable learning experience
3. To assist students with the application process and write letter of recommendation for the program
4. To observe, supervise, evaluate, and counsel the student during the internship through formal visitation (for local students) or by telephone (for out-of-area students), preferably twice for each student.

APPLICATION & SELECTION

REQUIREMENTS

Candidates must be currently enrolled at a college or university studying the field of Parks & Recreation. Candidates must successfully complete our application and interview process and present a written recommendation from their academic advisor. In addition, qualified applicants must be at least 18 years of age, have an available source of reliable transportation, and secure his/her own housing accommodations and meal service.

SELECTION CRITERIA

- Enthusiasm – profound interest in the field of public recreation
- Demonstrated creative leadership
- High standards or excellence in performance of duties
- Initiative
- Good judgment
- Ability to adapt to new situations calmly and effectively
- Resourcefulness
- Neat and appropriate appearance
- Ability to gain and maintain good rapport with supervisors, co-workers, senior management, and the public
- Dependability and responsibility
- Good written and verbal communication skills
- Acceptance and understanding of the stated internship responsibilities

HOW TO APPLY

Interested students must obtain approval of their academic advisor before submitting an application. Once cleared by the university, candidates should submit a completed application, current resume, and a letter of recommendation to:

**Superintendent of Special Facilities
Glenview Park District
1930 Prairie Street
Glenview, IL 60025**

APPLICATION DEADLINES

The Glenview Park District offers its internship program four times yearly and will generally accept ONE student intern per season:

SPRING – March through May (suggested deadline to apply: January 1)

SUMMER – June through August (suggested deadline to apply: April 1)

FALL – September through November (suggested deadline to apply: July 1)

WINTER – December through February (suggested deadline to apply: October 1)

GLENVIEW PARK DISTRICT INTERNSHIP APPLICATION

Date of Application _____

Name _____

Email Address _____

Phone 1 _____ Phone 2 _____

Temporary Address _____

City, State, Zip _____

Permanent Address _____

City, State, Zip _____

Name of University or College _____

Name of Academic Advisor _____

Advisor's Email _____

Advisor's Phone _____

Address _____

City _____ State _____ Zip _____

When would you like to intern?

1st Choice: _____ (season) _____ (year)

2nd Choice: _____ (season) _____ (year)

Number of weeks your university or college requires for internship _____

Please list 3 personal goals you would like to accomplish if accepted into the internship program at the Glenview Park District.

1. _____

2. _____

3. _____

**ATTACH CURRENT RESUME AND LETTER OF RECOMMENDATION
AND MAIL TO:**

**Superintendent of Special Facilities
Glenview Park District
1930 Prairie Street
Glenview, IL 60025**

CHECKLIST FOR THE SUPERINTENDEN TOF SPECIAL FACILITES

- Call intern prior to start date and confirm arrangements for 1st day
- Distribute email announcing arrival of student intern
- Prepare workstation & supplies for intern, including email address and phone number
- New hire paperwork
- New hire orientation
- Organizational charts
- Phone directory
- Map of Glenview
- List of local restaurants for lunch, dinner
- Tour of the Park District along with introductions
 - Administration
 - Wagner Farm
 - Tennis Club
 - Park Center
 - Schram Memorial Museum
 - National 9
 - Ice Center
 - The Grove
 - Golf Club & Café
 - Golf Maintenance
 - Flick Pool

- Roosevelt Pool
 - Park Services
 - Air Station Prairie and Tyner Center
- Review basic expectations, including work schedule, dress code, conduct, attitude, accomplishing learning objectives, active collaboration & cooperation
 - Establish work calendar/assignments for duration of internship
 - Exploratory meetings with:
 - Executive Director
 - Superintendents
 - Marketing & Communications
 - Accounting/Finance
 - Information Technology
 - Human Resources
 - Risk Management
 - Facility Managers
 - Distribute schedule of weekly meetings and provide background
 - Establish weekly status meetings for debriefing intern and collection of 4-page paper
 - Establish concept and framework for intern's final project
 - Review internship objectives of specific college/university and ensure compliance
 - Provide feedback to university contact person on success of the intern

CHECKLIST FOR THE FACILITY MENTOR

- Greet student intern
- Give thorough facility tour and introduce intern to all staff members

Facility talking points should include:

- History, mission, and vision of the facility
- Organizational structure
- Channels of communication within the facility
- Annual operating budget
- Sources of revenue
- Fixed and variable expenses
- Building, grounds & equipment maintenance
- Recruitment, training, and staffing levels
- Public visitation
- Private rentals
- Programming (including handling of wait lists, lottery)
- Special events
- Marketing initiatives
- Management of volunteer/part-time workforce
- Sources of potential liability
- Use of technology
- Professional associations for further development
- Major facility success stories
- Major facility challenges & problems
- Solicit questions from intern
- Establish appropriate project for intern to complete, set guidelines, and follow-up