United States Adaptive Recreation Center

USARC

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Sara Rosell-Gavigan, RTC, CTRS
Executive Director
sara@usarc.org

Shelly Egerer
Administrative Assistant
shelly@usarc.org

DJ Horner
Program Coordinator
dj@usarc.org

Emily Horner, CTRS
Outreach Coordinator
emily@usarc.org

909-584-0269 PHONE
909-354-3220 FAX

P.O. Box 2897
43101 Goldmine Dr.
Big Bear Lake, CA 92315

mail@usarc.org
www.usarc.org

Federal Tax ID # 95-3872771

MOVE UNITED MEMBER

Dear Student:

Thank you for your interest in an internship with the United States Adaptive Recreation Center (USARC), dedicated to providing outdoor adapted recreation opportunities for people experiencing one or more disabilities, either physical or cognitive (or both).

The USARC offers internships during the spring and summer semesters, approximately mid-December through March, and June through August, respectively. The intern coordinator is certified as both RTC (California) and CTRS (National), providing students with accredited supervision.

Essentially, the intern will facilitate people with many different types of disabilities learning to snow ski, snowboard, or snowshoe during the winter, and water ski, kayak, fish, sail and camp during the summer. Aside from teaching, the intern will also have the opportunity to be involved with program planning, meetings, volunteer coordination and supervision, especially during summer internships, where program days are less numerous than during the winter. In addition to teaching, interns have numerous other assignments, as detailed on the enclosed application.

Winter interns are provided with a season pass, enabling them to purchase meals in the cafeteria at half price and ski free during the duration of the internship. There is at least one $1,000 stipend available per semester for interns. To be eligible for a stipend, the selected intern must return their completed internship application forms, be concurrently enrolled in the appropriate internship course at an accredited university, and be able to complete a minimum of 500 hours during the internship. Other students are welcome to intern unpaid to fulfill university fieldwork or community service requirements, since the USARC is highly volunteer-supported.

Interns are a welcome and essential part of USARC programs. The USARC values its opportunity to provide interns with a unique opportunity to learn about many different special populations (from the ages of 5 to 75), and thus help the intern choose a career direction in Therapeutic Recreation.

Enclosed you will find further information regarding the specifics of an internship, as well as forms to be completed by you and your university internship professor.

Please feel free to contact me with any questions you might have, and thank you again for your interest in the USARC.

Respectfully yours,

Sara Rosell

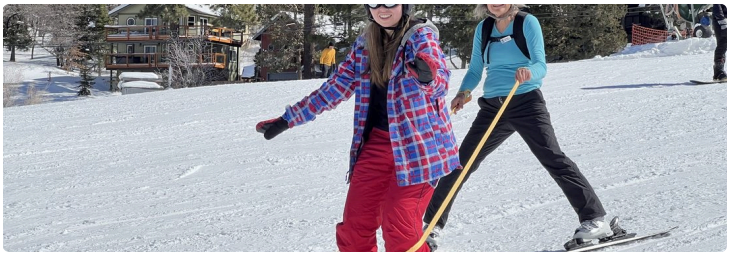
Sara Rosell-Gavigan, RTC, CTRS
Executive Director

Smiles Seen, Memories Made, Lives Changed.

United States Adaptive Recreation Center
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INTERNSHIP PACKET

Intern Responsibilities





To be considered for an internship at the USARC, please:

1. Submit a personal resumé or curriculum vitae with a cover letter.
2. Submit a completed and signed Internship Application form.
3. Submit a completed University Supervisor Agreement form signed by the faculty supervisor.
4. Submit a copy of your current C.P.R. and First Aid Certification, current at the time of the internship.
5. Submit a copy of your current health insurance card, and maintain health insurance throughout the internship.

Combine everything into a single file attachment and email it to **mail@usarc.org**.

Once accepted for an internship, and in addition to their primary duties (as a de-facto staff member) of assessing, teaching and documenting adaptive recreation activities for USARC clientele, the student's assignments will include (as appropriate):

1. Provide written goals for the internship.
2. Maintain a journal with a daily brief paragraph of the clients taught, experiential observations, relevance to NCTRC standards, and notes needing discussion or clarification at respective meetings.
3. Based on the journal, attend weekly (or bi-weekly) meetings with the intern coordinator.
4. Attend staff meetings.
5. Conduct an in-service presentation to staff.
6. Assist in the coordination of special events such as our Ski-a-thon or Peak to Peak Pedal.
7. Assist in the coordination of the Volunteer Recognition Party.
8. Write articles for the USARC blog and newsletter, *The Spirit*.
9. Choose one project from the following:
   - ○ Design or modify a piece of adaptive equipment.
   - ○ Prepare and present a case study of a USARC client.
   - ○ Undertake a Level One P.S.I.A. adaptive instructor exam (winter only).
   - ○ Another approved project meeting the needs of the program.

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INTERNSHIP PACKET

Internship Application

Name

Phone Number(s)

E-Mail Address

University Name

Mailing Address

University Address

Semester/Quarter of Internship

Length of Internship

What is your main interest in applying for our internship program?

Please circle those disabilities with which you have direct working or volunteer experience:

- ☐ Developmental Disabilities
- ☐ Spinal Cord Injuries
- ☐ Traumatic Brain Injuries/Stroke
- ☐ Visual Impairments
- ☐ Hearing Impairments
- ☐ Cerebral Palsy
- ☐ Spina Bifida
- ☐ Mental Health
- ☐ Other

What volunteer / professional experience do you have working with people with disabilities?

Please circle and detail your experience with any of the following: skiing, snowboarding, snowshoeing, water skiing, SUP, kayaking, sailing, Jet-Skiing, fishing, mountain biking, camp counseling (be specific and use the reverse side if necessary):

Do you need any accommodations? ☐ **YES** ☐ **NO** If yes, what would you need to help you meet your internship goals?

Please comment on content area(s) or disabilities with which you would like experience during your internship:

Additional Comments (use reverse if needed):

Applicant's Signature

Date

United States Adaptive Recreation Center
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INTERNSHIP PACKET

University Supervisor Agreement for Recreation Therapy Interns

Student's Name

University Name

Faculty Supervisor

Supervisor's Email

Supervisor's Address

Supervisor's Phone(s)

FAX

The United States Adaptive Recreation Center understands the importance of providing the above named student with a meaningful learning experience and will ensure that:

1. The student will complete _____ hours required by their university, but no less than 500 hours.
2. The student's performance will be reviewed by a recreation therapist certified by both CBRPC (RTC) and NCTRC (CTRS). In addition, the student's training program will include the following content:

   - Assessment
   - Program Delivery
   - Documentation
   - Progressively responsible duties
   - Volunteer Coordination
   - Special Event Planning
   - In-Service Presentation
   - Staff meeting participation

   (Choice of one: Design/Modification of adaptive equipment, Preparation of a Case Study, Undertake a P.S.I.A. Level One Adaptive Instructor certification exam [winter only], or another approved project meeting the needs of the program)
3. The student will be evaluated by the internship supervisor as required.
4. The student and internship supervisor will meet weekly or bi-weekly to discuss progress, goals, projects and concerns.

To ensure a meaningful learning experience, we ask that the University or Faculty Supervisor:

1. Be available for at least two contacts with the intern coordinator during the course of the semester to discuss matters of concern. They may be made in person or by phone or email.
2. Provide an evaluation form to be used by the intern coordinator to evaluate the intern twice (midterm and final) during the semester.

Faculty Supervisor's Signature

Date

Agency Supervisor's Signature

Date