



United States Adaptive Recreation Center

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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 his/her completed internship application forms, be concurrently enrolled in the appropriate internship course at an accredited university, and able to complete a minimum of 500 hours during the course of the internship. Other interested students are welcome to volunteer without pay (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,

Tom Peirce, RTC, CTRS
Executive Director

Enclosures

United States Adaptive Recreation Center
Intern Responsibilities

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

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

Once accepted for an internship, and in addition to his/her 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 client(s) taught, experiential observations, relevance to NCTRC standards, and notes needing discussion or clarification at respective meeting with the intern coordinator.
3. Based on the journal, attend weekly (or bi-weekly) meeting with intern coordinator.
4. Attend staff meetings.
5. Conduct an in-service presentation to staff.
6. Assist in coordination of a special event such as the Ski-A-thon or Peak to Peak Pedal.
7. Assist in coordination of the Volunteer Recognition Party (winter or summer).
8. Write article(s) for the USARC 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).
 - Other approved project meeting the needs of the program.

United States Adaptive Recreation Center
Intern Responsibilities

It is further understood by the intern that the six criteria used by the Federal Department of Labor are as follows:

- (1) The training, even though it includes actual operation of the employer's facilities, is similar to that which would be given in a vocational school;
- (2) The training is for the benefit of the trainees or students;
- (3) The trainees or students do not displace regular employees, but work under their close observation;
- (4) The employer derives no immediate advantage from the activities of trainees or students, and on occasion the employer's operations may be actually impeded;
- (5) The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
- (6) The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

I acknowledge the Intern Responsibilities and that as an intern of the United States Adaptive Recreation Center **I am not an employee, and therefore I am not covered under Worker's Compensation Insurance for accidents occurring during an internship.**

Student Intern's Signature _____ Date _____

UNITED STATES ADAPTIVE RECREATION CENTER
INTERNSHIP APPLICATION

Name _____ Birth date _____ Social Security # _____

Mailing Address _____

E-Mail Address _____ Phone Number(s) _____

University Name _____

Semester/Quarter of Internship _____ Required Length of Internship _____

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

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

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Cognitive Disabilities | <input type="checkbox"/> Spinal Cord Injuries | <input type="checkbox"/> Brain Injuries/Stroke | <input type="checkbox"/> Visual Impairments |
| <input type="checkbox"/> Hearing Impairments | <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Spina Bifida | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Other? _____ | | | |

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

Circle and detail your experience in the following as they apply to your chosen internship season: (SPRING SEMESTER - skiing, snowboarding, snowshoeing) or (SUMMER SEMESTER - water skiing, SUP, kayaking, sailing, Jet-Skiing, fishing, mountain biking, camp counseling). Use reverse side or another page if needed:

Do you have special needs? YES NO If yes, what can we provide to help you meet your internship goals?

Additional Comments (use reverse side or another page if needed): _____

I acknowledge the Intern Responsibilities and that as an intern of the United States Adaptive Recreation Center **I am not an employee, and therefore I am not covered under Worker's Compensation Insurance for accidents occurring during an internship.**

Student Intern's Signature _____ Date _____

United States Adaptive Recreation Center
University Supervisor Agreement for Recreation Therapy Interns

Student's Name: _____

Faculty Supervisor: _____

University Name: _____

University Address: _____

Supervisor's Phone(s): _____ FAX: _____

Supervisor's Email: _____

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 his/her university, but no less than 560 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	Volunteer Coordination
Program Delivery	Special Event Planning
Documentation	In-Service Presentation
Progressively responsible duties	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], other approved project.)

3. The student will be evaluated by the internship supervisor as required by the university.
4. The student and internship supervisor will meet weekly or bi-weekly to discuss progress, goals, projects and concerns.

To ensure a cooperative educational process, we ask that the University or Faculty Supervisor:

1. Initiate at least two contacts with the intern coordinator during the course of the semester to discuss performance of the student. 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 _____