

Recreation Nova Scotia Internship Information

For more information, please contact:

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RECREATION
NOVA SCOTIA



Dear Prospective Intern

Recreation Nova Scotia is pleased you are thinking about an internship with us. We are currently seeking a highly motivated, customer service-oriented individual who is pursuing a degree in either Recreation Management, Public Relations or Community Development. The intern will assist with overseeing the day to day operations of Recreation Nova Scotia. Applicants with previous experience in the parks and recreation related field are preferred.

Our vision for this internship program is to provide interns with practical experience that will allow them to explore non-profit leadership opportunities. Students chosen to complete their internship with us will receive the following opportunities:

- On the job experience in a not-for-profit recreation organization
- Assistance with exploring the many facets of the recreation field and guidance in discovering the area of greatest interest within the field
- Networking and creating connections with recreation professionals
- Demonstrating, refining and acquiring skills and competencies
- Bridging the gap between theory and practice of recreation administration
- Assistance with developing into a professional capable of acquiring a position within their field.

Our internship program is heavily geared towards students who are pursuing a degree in Parks & Recreation, Sports Management, Community or Outdoor Recreation/Education.

Individuals will receive experience and training in recreation administration, event management, and other components of parks and recreation operations throughout the internship program. RNS views our role as a partner of the post-secondary institution and is committed to providing an educational experience that meets the conditions and outcomes required by the university or college.

Sincerely,



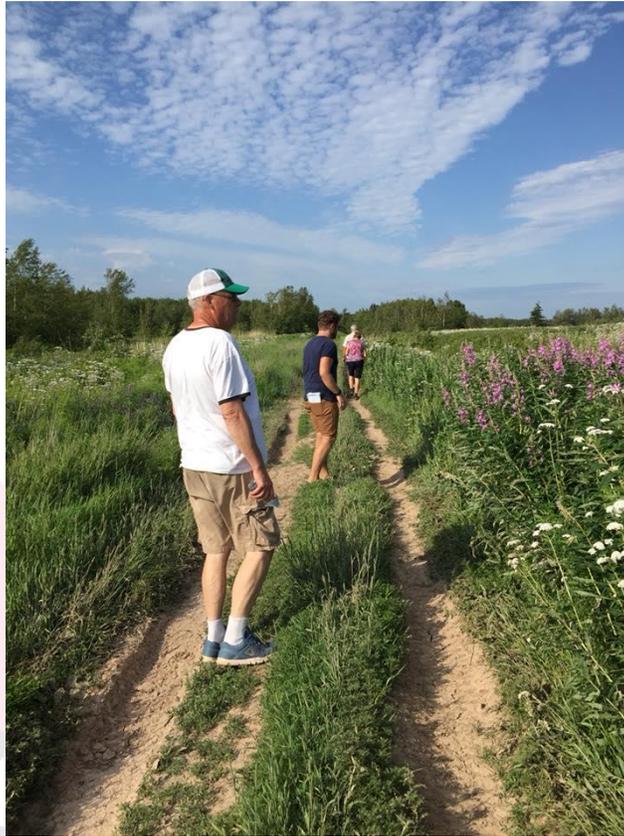
Crystal Watson
Executive Director

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Who We Are



© Photo submitted by Tamara Porter

Recreation Nova Scotia is located in Mi'kmaqi, the traditional unceded territory of the Mi'kmaq people.

Recreation Nova Scotia is a provincial, not-for-profit organization established in 1998 resulting from a merger of the Recreation Association of Nova Scotia, the Recreation Council on Disability in Nova Scotia, and Volunteer Nova Scotia. In partnership with the volunteers and professional recreation community, Recreation Nova Scotia advocates on behalf of all Nova Scotians for recreation and leisure opportunities to promote the values and personal, social, economic, and environmental benefits of recreation and leisure.

Recreation Nova Scotia is committed to maintaining relationships with recreation practitioners, community organizations, government officials, students, the business sector and other professionals in the recreation field. We strive to ensure that all Nova Scotians have access to recreation activities that contribute to improved quality of life and healthy communities.

Recreation Nova Scotia's Vision, Mission & Values

We envision a province in which everyone, regardless of race, gender, age, creed, colour, religion, ethnicity, sexual orientation, disability, or socio-economic circumstance, is engaged in meaningful, accessible recreation experiences that foster:

- Individual wellbeing: Individuals with optimal mental and physical wellbeing, who are engaged and contributing members of their families and communities
- Community wellbeing: Communities that are healthy, inclusive, welcoming, resilient and sustainable
- The wellbeing of our natural and built environments: Environments that are appreciated, nurtured and sustained

In pursuit of this vision Recreation Nova Scotia will:

- Champion, promote and advocate for recreation as an essential element in building healthy, caring and vibrant communities
- Facilitate the education and development of recreation professionals and volunteers
- Promote connectivity between recreation sector professionals, influencers and beneficiaries

Framework for Recreation in Canada/ Shared Strategy for Advancing Recreation in Nova Scotia

The Framework for Recreation in Canada is the guiding document for public recreation providers in Canada. We have an opportunity to work together in ways that will enable all Canadians to enjoy recreation and outdoor experiences in supportive physical and social environments. In 2015, Recreation Nova Scotia adopted this framework and the Shared Strategy is Nova Scotia's response and commitment to the promotion of recreation as an integral component of the lives of Nova Scotians.

You can find the Framework for Recreation in Canada [here](#) and the Shared Strategy for the Advancing Recreation in Nova Scotia [here](#).



© Photo submitted by Wallace Bernard

Internship Guidelines

Application & Selection Process

To be considered as a candidate for an internship with Recreation Nova Scotia, the student must submit a completed application through the Recreation Nova Scotia website. Those applicants who best match the experience and skills RNS is seeking will be selected for an interview. On-site interviews are preferred however a video/teleconference call is acceptable for out region candidates who are unavailable to appear for an in-person visit.

After the interview process, a selection will be made to determine if the candidate is appropriate to participate in Recreation Nova Scotia's Internship Program. A conditional offer will be made to the selected candidate, pending background and reference checks and acceptance of internship placement from the university/college faculty.

Number & Timeframe of Internship Program

Recreation Nova Scotia currently offers three internships per year during the Winter, Summer and Fall semesters. The length of each position will be determined in negotiation with the post-secondary institution. A minimum of 14 weeks is preferred for a rich learning experience.

Compensation & Benefits

This is an unpaid internship however some expenses related to the tasks required by the employer may be reimbursed. Interns will be provided with a workspace and desktop computer as well as access to required office supplies. The internship program provides the Intern with a variety of experiences to assist them with bridging the gap between being a student to transitioning to a professional within the recreation field. Our goal is to provide a semi-structured experience in order to provide the Intern with the opportunity to strive toward their personal career goals while meeting all the requirements of their respective university/college.

The intern is responsible for requesting specific area(s) of concentration or professional learning opportunities that will enable them to receive the experience they desire, and an effort will be made by Recreation Nova Scotia to meet those requests. Throughout the internship, time will be spent shadowing employees, collaborating with partners, working on projects and special events, developing proposals, writing grants and assisting with staff supervision.

Work Schedule

A typical work schedule is 70 hours bi-weekly for the duration of the internship or hours based on management discretion. The daily schedule will vary based on programs, events and projects and could include weekdays, holidays, evenings and weekends. To assist the selected Intern with meeting internship requirements, regularly scheduled meetings are coordinated with the Executive Director to ensure the completion of a critical pathway. In order to provide the most exposure to recreation administration, the intern is scheduled to work directly with a variety of Recreation Administrators throughout the course of the internship program.

The Intern will be expected to create a **Project Management Plan** that will support the achievement of the following tasks and responsibilities during their internship:

- Development of personal and professional goals and objectives and presentation to staff and board
- Review of organizational and board governance policies and procedures
- Planning an RNS Board meeting (collaborating with President to develop agenda, etc.)
- Planning special event (conference or symposium) and/or social media campaign
- Supervision of Program Managers, Communication and Administrative staff
- Organizing staff meetings
- Liaising with volunteer working groups and task teams as appropriate
- Arrange shadowing opportunities with provincial recreation organizations, government partners and other like organizations
- Discussion, completion and submission of required university/college evaluations and paperwork
- Other tasks as determined in Project Management Plan

Intern Responsibilities

Overall, the intern is responsible for adhering to the policies and procedures as outlined in the Human Resource Manual for Recreation Nova Scotia. It is expected that Interns will use part of their time to complete school required tasks however, they are to self-manage their time in an appropriate manner that allows for the prioritizing of responsibilities as assigned by and agreed to by Executive Director. Additionally, the Intern will provide a schedule of academic requirements that will be closely monitored by the Executive Director.

- The intern is required to work a 35-hour work week, which may include evenings, weekends and holidays. Any outside employment should not conflict with their internship schedule. The intern will be asked to evaluate the internship program at the end of the internship.
- The intern will be required to familiarize themselves with the policies, goals and general operations of the organization, which includes: reviewing policy manuals, attending all assigned meetings, and planning, organizing, coordinating and conducting a variety of special events and programs.
- The intern will provide Executive Director with a biweekly record of work completed. The intern will be responsible for submitting all university/college requirements to them a minimum of 2 weeks in advance if feedback is required/desired. Written copies of all required performance evaluations for the university/college will be kept on file, as well as sent to the university/college which the intern represents.
- The intern will be required to complete at least one major project while participating in the internship program. This project will be mutually determined during meetings with the Executive Director.
- The intern is required to represent Recreation Nova Scotia in a professional manner, including proper dress, punctuality and enthusiastic participation in the working environment. The intern should be willing to spend the time to successfully complete all internship responsibilities and meet performance expectations.
- The intern will be required to present their major project and internship accomplishments at a Recreation Nova Scotia staff meeting or board meeting with invited guests.



Internship Application Form

Term Requesting: Winter Summer Fall

Institution: _____

Primary Contact Information:

Name: _____ **Email:** _____

Phone Number: _____

Student Full name: _____ **Student Number:** _____

Personal Address (full): _____

Supportive documents:

Please attach Resume and a copy of transcript (unofficial are acceptable). Please note any classes not completed.

Career Goals:

In 500-750 words, please share your career goals. How will completing an internship with Recreation Nova Scotia assist you in preparing for your career?

In 250-300 words, please discuss what areas you hope to develop during your internship?

References

Please provide 3 references, one of which will be a primary instructor in your program. Please provide their name, phone number, and email address.

I certify that the information provided and the statements expressed were made by me and are true, complete, and correct to the best of my knowledge and belief.

Signature

Date