



Internship Opportunity Description

Position Overview	The Personal and Leisure Services Intern will assist in the implementation of Leisure Express Local, Our Place Wellness Center and various day program interventions.
Position Title	Personal and Leisure Services Intern
Position Type	\$500 stipend offered at completion of internship. Internship suitable for undergraduate or graduate students
Key Responsibilities	<ul style="list-style-type: none"> ▪ Shadowing CTRS in all general areas of the PALS department ▪ Assisting CTRS on Leisure Express Local (LEL), Our Place Wellness Center (OP) activities and Day Center therapeutic interventions. ▪ Assessing, planning, implementing, and evaluating participants enrolled in the LEL, OP, and Day Center programs. ▪ Programming, planning, and implementing LEL, OP and Day Center activities. ▪ Serving as a “fitness guide” to clients served at Our Place Wellness Center. ▪ Assisting with all CTRS office duties. ▪ Assisting with community outreach. ▪ Creating an intern project based on the needs of the organization and interest of the intern. ▪ Completing college course credit requirements. ▪ Maintain intern professional standards and protocols. ▪ And all other duties as assigned.
Initial Impact	Assist in the successful implementation of department goals and outcomes.
Sustained Outcomes	As a Personal and Leisure Services Intern at The Arc of San Diego, you will support the department in reaching its quarterly goals and outcomes.
Training	<p>The training will include the following:</p> <ul style="list-style-type: none"> ▪ Orientation of The Arc of San Diego ▪ Orientation of the Personal and Leisure Services Department ▪ Orientation of Our Place Wellness Center ▪ Shadowing with the CTRS in all applicable job areas ▪ Explanation of policies and procedures <p>Each intern will also receive:</p> <ul style="list-style-type: none"> ▪ A volunteer handbook ▪ Individual evaluations scheduled throughout the internship
Support	CTRS will actively assign and evaluate projects that provide hands-on therapeutic recreation experience in a community based nonprofit environment.
Commitment	This is a weekly commitment.
Length of Time	Fifteen consecutive weeks, 560 hours, is the minimum commitment for this opportunity.
Amount of Time	Thirty plus hours/week.
Specific Schedule	TBD, Flexible including weekends and evenings.
Location	The Sulpizio Family Center 3030 Market Street, San Diego, CA 92102 and the surrounding community
Qualifications	<p>The ideal candidate will be a undergraduate or graduate students studying:</p> <ul style="list-style-type: none"> - Therapeutic Recreation - Community-based Recreation - Recreation for special populations - Psychology - Sociology - Physical Education - Kinesiology - Other related fields <p>Interns must be at least 21 years of age with a clean driving record and are required to pass a drug test, physical, TB test, FBI and Department of Justice clearance.</p>
Skills	The ideal candidate will have experience with individuals with intellectual and developmental disabilities, with an ability to adapt, be flexible, and patient. Candidates must have a strong work ethic, be punctual, eager to learn, and have a strong passion for this population and field.
Benefits	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> ▪ You will directly participate in and contribute to the Personal and Leisure Services Department of one of the largest nonprofits and providers of services to individuals with developmental disabilities in San Diego ▪ You will build experience and receive constructive feedback in order to improve ▪ You will gain professional references ▪ You will complete an internship to be eligible to sit for the NCTRC exam

For more information contact Erika Junge, Leisure Express Coordinator, via phone at 619-685-1175, ext. 222 or email at ejunge@arc-sd.com.

Revised 5/16/19