



## INTERNSHIP DESCRIPTION

Title:	<b>Intern – Winter Park</b>
Location:	Winter Park, CO, and some travel to Denver, CO may be required
Reports to:	Intern Supervisor
Department:	Winter Park Programs
Supervises:	-
FLSA Status:	<input checked="" type="checkbox"/> Intern
Classification:	<input type="checkbox"/> Year Round <input type="checkbox"/> Winter Seasonal <input checked="" type="checkbox"/> Summer Seasonal <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time

### **About the NSCD**

We are Colorado’s most comprehensive provider of adaptive outdoor experiences. We offer more programs, in more places, and in more ways that change lives. The National Sports Center for the Disabled is a leading provider of adaptive outdoor recreation experiences committed to helping individuals with disabilities, their caregivers, and the broader community rethink ability. Through the power of adaptive innovation, recreation, and Colorado’s great outdoors, we are transforming lives, families, and communities and creating a world that celebrates each person’s abilities.

Our exhilarating adaptive outdoor experiences help participants make the very most of their passion, their talents, and their aspirations. They discover a renewed sense of confidence, reignite the pure joy of play, and find the motivation to try new things, meet new people, and believe in their own abilities. With industry-leading adaptive equipment, renowned coaches, instructors, and volunteers, and unmatched mountain and metro programs, we change the perceptions of athletes of all levels and help them, and the world, **#RethinkAbility**.

### **Position Overview**

Winter interns gain hand-on experience with NSCD programs and procedures, assisting in the delivery of adaptive adventure sports. Training and responsibilities align with NCTRC guidelines where applicable. The internship runs from late May to mid-August, with a minimum 14-week commitment of 32-45 hours per week, including some weekends and holidays. Most programming takes place at Winter Park Resort, with additional assignments in Grand County and the Denver Metro area as determined by the Intern Supervisor.

### **Internship Duties**

*Internship responsibilities are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.*

- Complete an intern project, case study, and in-service aligned with educational goals and approved by the Intern Supervisor.
- Support the coordination and delivery of programs.
- Assist with registration, customer service, and volunteer training.
- Attend required NSCD continuing education sessions.
- Support NSCD special events and fundraising efforts.
- Drive company vehicles, including trailers and oversized vehicles as needed.
- Follow all safety procedures and use appropriate equipment.
- Assist with various participant lessons such as horseback riding, paddle sports, climbing, biking, rafting etc.
- Engage daily with participants of all ages and range of physical, mental, and behavioral disabilities.
- Perform other duties as assigned.

## **Professional Performance**

- Adhere to all personnel policies and procedures for the agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a role model both at and away from the agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the internship and program.
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times, keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients.
- Act with honesty and integrity in all aspects of agency business
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive environment through communication and interaction that demonstrates respect for diversity.

Other duties may be assigned.

## **Qualifications**

- Pursuing or holding a degree in Therapeutic Recreation, Adaptive Recreation, Education, Exercise Science, OT/PT, Social Work, or related field
- Experience working or volunteering in human services roles preferred.
- One-on-one experience with people with disabilities.
- Able to follow directions and work independently.
- Valid driver's license and ability to pass NSCD background check for driving.

## **Physical Requirements**

- Able to work a majority of the time outside at high altitude in varying conditions including uneven and slick terrain and unpredictable weather and situations.
- Physically able to assist participants with adaptive recreation equipment, position adjustments, transfers, and movement during activities.
- Able to lift a minimum of 75 lbs. with assistance.
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, students, clients, and staff on a daily basis.
- Able to successfully manage multiple, high-priority tasks in a fast-paced and often times crowded and noisy environment.

## **Work Schedule**

This is a full-time, seasonal internship. The work varies based on seasonal programming needs. This position will require weekends and/or evenings supporting the programming needs of the agency.

## **Salary**

This is a non-paid internship for college credit. Interns receive housing and a \$300 per month stipend.

## **ACKNOWLEDGEMENT**

This internship description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties, and skills required of interns performing this work. Furthermore, this internship description does not establish a contract of employment. NSCD may change internship descriptions at any time, with or without notice as service needs require.

I have read, understand, and can accomplish the scope of work outlined in this internship description.

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Intern Signature

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Date

### **Equal Employment Opportunity (EEO) Policy**

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law. NSCD will consider providing reasonable workplace accommodations if needed.