



Internship Manual



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A Note from the Hardeeville City Manager

Hello, and welcome to the heart of the Low Country, the City of Hardeeville!

As an intern you are about to embark upon a journey into your chosen profession and will also gain additional experience and awareness of other City Departments and operations. I fondly recall the memories and experiences of being exposed to the breadth and depth of Local Government Management. I have been fortunate enough to serve as a City Manager in several communities in four different states.

Sincerely yours,
MJC, ICMA-CM
City Manager



A Note from the Director of Hardeeville Parks, Recreation and Tourism

Welcome Interns,

You have worked so hard to get to this point in your life and we here at the City of Hardeeville Parks Recreation & Tourism Department are excited to have you on board! Our department is one of the fastest growing in our area with limit less possibilities in recreational opportunities such as facility management, sports tourism, park planning, programming, marketing, and partnership management and many other exciting realms of the field. You will be working in a fast-paced environment that is centered on team work. As an intern here within our organization, our goal is to prepare you for your path ahead, so ask many questions, network often and realize this is the first stop on many adventures in your career destination!

Sincerely,
Jennifer Combs, CPRP
Hardeeville Director Parks Recreation & Tourism



Welcome to Hardeeville

We are a city committed to preserving our history as we build and develop for a bright and welcoming future. Come join us and be a part of a department that is building towards an ever-growing future.

Brief History of Hardeeville

Founded in 1911, the City of Hardeeville is now said to be the fastest growing city in the Southeast. Really, the history of this vibrant community goes back much further than its incorporation as a municipality. Native Americans first inhabited the shores of the Savannah River near the present-day Millstone Landing. The area was briefly settled by Swiss Huguenots but their settlement of Purrysburg only lasted a decade as residents were drawn away by Oglethorpe's nearby Savannah. Hardee's descendant, White William Hardee, took advantage of the railroad by founding Hardee's Station on the Charleston and Savannah Railroad. The rail line followed the same path as the current CSX railroad through town and the station was located just behind present-day St. Anthony's Catholic Church on Highway 17. The new station spurred growth in the surrounding city and the name Hardee's Station was soon changed to Hardeeville.

As Hardeeville moves into this new century it is primed to become a leading city in South Carolina. The future of Hardeeville will be written with a sharp eye on its history. As the population doubles, then triples, and then quadruples, citizens and city planners will work to ensure that the small-town roots and strong sense of community continue to be its cornerstone.

A Growing City

We are a city situated in an amazing central location giving us quick access to Hilton Head Island, Downtown Savannah, GA and the Savannah National Wildlife Refuge. As a result, there is a lot that is going on in our ever expanding and developing city. If you have ever heard of the song "Margaritaville" then you may know about all the things that came out such as the bar, and the 55+ aged community called Latitude Margaritaville, which recently opened within the city. With communities like Latitude Margaritaville coming in to the area and drawing people and businesses with it, we are the fastest growing municipality in the Lowcountry. We are currently working on a new community recreational facility that will bring a myriad of partnerships and programs to our city. There is a great downtown recreation complex that we are always working to make better to better serve our community through leisurely and structured recreational activities. Come be a part of our growth and see what it's all about.

Parks, Recreation, and Tourism Department Mission Statement

The mission of Hardeeville Parks and Recreation Department is to provide developmental leisure in the Hardeeville area. Also, to assist people in the acquisition and enhancement of leisure skills, attitudes, and awareness. Further, to provide, through leisure and recreation, benefits to the individual, the community, the environment, and the economy.



Internship Job Description

General Purpose:

Work with the Parks, Recreation & Tourism Department to complete tasks, lead programs and events, attend meetings and assist in certain divisions within the department while gaining a well-rounded experience through issued responsibilities in compliance with course requirements.

Supervision Received:

Works under the direction and general supervision of the Programs and Partnership Manager as well as the Director of Parks, Recreation & Tourism Director.

Essential Duties and Responsibilities:

- Oversee or assist with various programs and events offered by the department, including but not limited to: youth and adult programming, adult programming, special events, sports tourism and marketing campaigns.
- Create, oversee and implement a new program/event in the intern's division of choice as it fits into the needs of the department and annual budget.
- Work with department supervisors to assist, shadow and/or perform assigned tasks for each division and/or facility within the department/city including: recreation, public works, special events, sports tourism, marketing, administration/office and planning. If there is a specific area with more interest, potential additional time can be spent being involved in that area.
- Prepare reports and other documents such as operating, activity and statistical reports, promotional materials, agenda items and presentation materials.
- Attend meetings associated with the department and affiliated groups and partners including staff meetings, trainings and others as assigned.
- Maintain a work schedule permitting easy access for citizens and one that fits the needs of the department's programs, events and meeting needs.
- Develop public understanding and participation in parks and recreation programs through public relations activities. Interpret to the public the program, its philosophy and objectives through all suitable means.
- Establish cooperative planning and working relationships with other public and volunteer agencies.
- Achieve public relation objectives through speaking engagements and use of the City's media outlets to include but not limited to Facebook, Instagram, TV Station, etc.
- Shall perform other duties as prescribed by the Parks, Recreation & Tourism Director or designated supervisor.
- The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related or a logical assignment to the position.



Internship Qualifications

A minimum of 50 hours previous experience related to recreation, parks or business (paid or volunteer) is required. The documentation sheet provided must be completed. Any student currently enrolled at an institution of higher education is eligible to apply to the Internship Program. If you attend a college or university, you must be of at least sophomore standing by the end of the semester you are currently completing. If you attend a vocational/technical school, you must have at least completed the first year of your program (at least nine months) by the beginning of the internship. If the internship is not required by your university, we require that you seek advisory support from the university.

Intern Guidelines

The Internship Program offers internships to students in Parks, Recreation and Tourism and other related fields. There are three internship sessions: spring, summer, and fall. Position announcements are distributed for each session. The department accepts undergraduate students for internships.

Internship Dates:

Internships typically run during the following months, however it may be possible for other arrangements to be made:

Spring: January through April

Requirements:

- Attend Orientation
- Complete a Special Project w/ Presentation (unpaid)
- Volunteer for two special events (see supervisor)

Summer: May through August

Requirements:

- Attend Intern Institute in May
- Complete a Special Project w/ Presentation (unpaid)
- Volunteer for two special events (see supervisor)

Fall: September through November

Requirements:

- Attend Orientation Academy
- Complete a Special Project w/Presentation (unpaid)
- Volunteer for two special events (see supervisor)

Hardeeville Parks, Recreation and Tourism Department Goals

During the student's internship experience the department will be responsible for the following:

- An opportunity for a student to integrate academic theory and practice with his/her experience by encouraging and exchanging ideas.
- An opportunity for the intern to promote and expand their own ideas and understanding in their chosen field.
- An opportunity to discover professional strengths and weaknesses.
- An opportunity to gain leadership, supervision and administrative skills.



- An opportunity to network with professionals in the field.
- Appropriate working conditions with all the resources that are needed to complete assigned task.
- An evaluation of the student's performance throughout the internship experience.
- An opportunity for the intern to evaluate their internship experience with the department.

The College/University Goals

The college/university shall lay the foundation for students to succeed. Enabling students to participate in a practical learning experience will not only prove to be invaluable to the intern but also to the school. Some of the benefits for the school to participate in an Internship program are as follows:

- To evaluate their own programs validity or "success"
- To evaluate their students on a more individual basis
- To maintain close community-education ties in the professional arena

The Intern's Goals

All interns who participate in the Hardeeville Parks, Recreation and Tourism Department Internship Program benefit in the following ways:

- Receive a direct, practical experience
- Network with practicing professionals
- Increase their understanding of professional responsibilities
- Make choices about their direction in the industry

Hardeeville Parks, Recreation and Tourism Responsibilities

The interest and support of the department is necessary for the successful functioning of the internship assignment. The department supervisor has the opportunity to give invaluable support through leadership and guidance. The department supervisor sets the tone for the overall effectiveness of the experience and assumes leadership for the guidance of the intern. It is this guidance that will provide the intern with the essential exposure needed for his/her professional growth. The prime responsibilities of the agency are:

- To orient the student to the role he/she will assume
- To assign responsibilities and duties, including a work schedule, that are consistent with the educational needs of the intern
- To actively assist the student in the planning, execution, and evaluation of his/her role both as a staff member and as an intern

College/University Responsibilities

The college/university advisor will coordinate with the City of Hardeeville Parks, Recreation and Tourism Department to ensure the intern's educational requirements are achieved. Pathways to this plan involve the following:



- Review the intern's project plan and ensure that it meets the prescribed course of study requirements.
- Communicate with the intern and the Hardeeville Parks, Recreation and Tourism Department Intern Supervisor throughout the placement when necessary.
- Work with the intern on university specific requirements.

Intern Responsibilities

The Hardeeville Parks, Recreation and Tourism Department will assist the intern in learning as much as possible from the parks and recreation profession. To obtain the highest benefit from the experience the intern will be expected to:

- Conduct himself/herself in a professional manner
- Dress according to agency and position standards
- Be timely with all required written communication
- Communicate regularly and effectively with his/her supervisor
- Complete all paperwork and timesheets in a timely manner
- Seek opportunities to complement his/her work and educational experiences
- Notify his/her supervisor in advance of any anticipated absence from work
- Ask questions if in doubt
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect
- Not engage in, or advertise, personal or other business while on duty as an intern
- Not engage in duties that they have not been given clearance to perform
- Maintain confidentiality of participant or coworker information and data
- Work with supervisor to become involved in opportunities presented to them as schedule permits

Compensation

Interns receive pay in the sum of \$7.25/hr.

Interns are designated as Temporary Full-Time Employees with no benefits and a defined start and end date of employment.

Housing

Housing is available, provided by the City in a City-owned property. For stipend interns \$25/per pay period will be deducted, which includes water, utilities, and internet. The housing unit is fully furnished and equipped with a full kitchen, fridge, microwave, cooking/eating utensils, and a television. You must provide your own bedding for a twin bed along with an alarm clock and other personal items. Pets are not allowed. The house is located behind the fire station and the new library. A \$100.00 refundable housing deposit is required from all interns before or upon arrival to the City of Hardeeville. Public Transportation will not be provided. Automobiles are highly recommended for commuting to work and for social purposes.



City of Hardeeville Policies and Procedures

Recruitment

The department posts internships as they become available on their website, posts job announcements on professional websites and sends all job announcements to schools and universities. This may also include campus visits and participation at career fairs. Upon review of the announcement and information provided, a student may wish to express interest. A student may express interest in pursuing an internship experience by contacting the hiring supervisor for the internship. The hiring supervisor will then talk with the potential intern about the position and explain the application process. After matching the intern's needs and interests with available resources in that program area the prospective intern will move forward to the selection process.

Orientation

Upon arrival for the internship, the intern will participate in an orientation of the department. This will be facilitated by the internship supervisor and will include specific objectives to welcome the intern to the agency. Supervisors are expected to orient interns to work and program area within the first week of placement.

Logistics and Monitoring

During the internship the department's Intern Supervisor will monitor the progress of the intern which includes mentoring and acting as a liaison to both the intern supervisor and the school. This monitoring process will help solve problems quickly, should they arise, and provide the Parks, Recreation and Tourism Department with information needed to continually develop and maintain the internship program.

Special Project

All City of Hardeeville Parks, Recreation and Tourism Department interns will be required to complete a special project. The project will be related to the field, but not necessarily directly to the interns' field of study. The project will be introduced at the beginning of the internship and due at a specified date at the end of the internship. The project will require approximately 20 hours of work from each intern outside of their paid working hours.

Presentation

All interns participate in a special project presentation to selected department staff and school advisors. Various formats for this presentation have been used over the years. Your supervisor will let you know the procedures for your presentation when you start.

Evaluation

In the final week of the assignment, the intern must partake in an evaluation process. This process



includes an exit interview with the internship committee and supervisor to discuss the internship experience. All results will be tracked for the benefit of the program.

Background Checks

The City of Hardeeville Parks, Recreation and Tourism Department requires a criminal background check be run on all employees and interns. There is no cost to the intern for this. Only interns that are offered positions will have a criminal background check processed. If there are issues that arise from this background check, the individual internship supervisor will contact the intern. Internships are not secured until the background check is approved.

Drug Testing

Drug testing will be conducted as per company policy.

Application Procedure

To apply, please submit a cover letter, resume, a complete application that can be found on the City’s webpage Hardeevillesc.gov and a list of three references (past employers and at least 1 academic advisor) – preferably by email to:

Brittany Thomas
Programs and Partnerships Manager
Parks, Recreation, and Tourism Department
City of Hardeeville, South Carolina
Email: bthomas@hardeevillesc.gov
Phone: 843-227-4334

_____	_____
Intern Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Director of Parks, Recreation & Tourism	Date

