

City of Los Angeles  
Department of Recreation and Parks

VOLUNTEER INTERNSHIP  
POLICIES AND PROCEDURES

The principle purpose of the Recreation and Parks Volunteer Internship Program is to assist students in making an effective transition from the classroom to the professional world. It is designed to give students the practical experience in the field of Recreation and Park Services.

The City of Los Angeles, Department of Recreation and Parks, in order to ensure a successful internship program, requires that department supervisory staff have at least 3 years of full time experience with the Department of Recreation and Parks, preferably at the level of Recreation Facility Director and above.

The procedures are as follows:

- Anyone with the Department of Recreation and Parks interested in supervising and intern must first gain her/his immediate Supervisor's approval.
- Internship Opportunity should be advertised, and submitted to the Department's Volunteer Coordinator so that it may be posted on the Department's Volunteer Opportunities internet web site. (sample advertisement downloadable from the Volunteer intranet Web Site)
- Interns must obtain approval of their academic advisor before any approval(s) from the City of Los Angeles, Department of Recreation and Parks are granted.
- Complete Volunteer Registration Procedures (Begin Registration one month prior to anticipated internship start date, however no less than two weeks prior to start date)
- Complete a learning objective agreement
- Once the intern has started, submit hours worked using the Volunteer Tracking System (Every facility has a password, if you do not have yours, call the Volunteer Section or HR and it will be provided)
- Department Supervisory staff is responsible for providing orientation to the intern including:
  - Introduce facility staff, work facility, programs and services
  - Coordinate work schedule / overall time keeping
  - Job safety
  - Acceptable and unacceptable employee conduct and dress
  - Proper use of Telephone system
  - Reporting and injury
  - Parking
  - Set up formal meeting times to discuss progress
- At the conclusion of the internship, the Department Supervisory staff is responsible for providing either a brief narrative as the final evaluate of the intern or the employee evaluation (<http://rapintra/pdf/ProbationReport.pdf>) to the Volunteer Coordinator.