



JOB DESCRIPTION

Department	Therapeutic Recreation
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Therapeutic Recreation Intern
Classification	Hourly/Non-exempt
Pay Range	\$12.00/hr. - \$18.00/hr. PT1218

Job Summary

The Therapeutic Recreation Intern is a full-time position, lasting approximately 14 - 15 weeks in the Therapeutic Recreation Department of the Village of Pleasant Prairie RecPlex. This position reports directly to the Manager of Therapeutic Recreation - CTRS. This position is designed for students majoring in Therapeutic Recreation and meets the requirements of the NCTRC Job Task Analysis. The intern will assist in the creation, planning and facilitation of a variety of recreational programs for children, teens, and adults with disabilities in a community setting. This position is typically scheduled Monday – Friday with a flexible schedule but may require work in the evenings or on Saturdays.

Job Duties

- Assists with planning, developing, implementing, evaluating, establishing outcomes, and completing documentation within the Therapeutic Recreation program.
- Leads and assists with classes, programs, and field trips as assigned.
- Assists with monitoring program registrations, participant and staff feedback, and updated participant information.
- Completes assessments, progress notes, identifies appropriate goals and outcomes for participants, discharge plans, and participates in review sessions with the Therapeutic Recreation team.
- Ensures and identifies relevant precautions to be taken to provide a safe environment for all participants.
- Supports with the accurate maintenance of confidential records for clients.
- Communicates with client families and answers questions or concerns, professionally and courteously.
- Under the guidance of internship supervisor, this position plans, organizes, coordinates, conducts, and evaluates at least one special project or program independently.
- Adheres to all Village and Department rules, regulations, policies, standard operating procedures, and guidelines.
- Performs other duties and special assignments as directed within the scope of the Therapeutic Recreation Department.

Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Occasionally requires the ability to physically restrain children or adults in the event a client's behaviors are a risk to themselves or others.
- Requires frequent standing, walking, sitting, and movement about the RecPlex facility, Village locations, and office spaces.
- Requires occasional pushing, pulling, stooping, crouching, kneeling, climbing, lifting, and carrying a range of weight up to 50 pounds.
- Work is primarily performed in an indoor recreation facility, but exposure to adverse outdoor conditions may occasionally occur during client field trips or outdoor events.

Education Requirements, certifications and experience

- Senior standing in a Therapeutic Recreation bachelor's degree program or completion of a bachelor's degree and enrollment in a Therapeutic Recreation Certificate program.
- Experience working with individuals with disabilities is preferred.
- Holds a valid driver's license.
- Ability to obtain Basic First Aid & CPR/AED Certification upon hire.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

