

2014

# Internship Packet



*Do not go where the path  
may lead, go instead  
where there is no path  
and leave a trail.*

-Ralph Waldo Emerson



**Parks and Recreation Department**

1656 Sutter Road  
PO BOX 2037  
McKinleyville, CA 95519  
Ph: 707.839.9003  
Fax: 707.839.5964

# Welcome

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Thank you for your interest in interning with McKinleyville Community Services District Parks and Recreation Department. This packet will help you to get acquainted with the District and our Department. It also includes guidelines for our Internship Program and responsibilities of an intern.

## District Government Structure

McKinleyville Community Services District (hereafter “MCSD” or “the District”) was created April 7, 1970 when McKinleyville citizens voted to form the District to serve water and treat sewer wastes. In 1972 the voters added street lighting powers. In 1985 the voters added recreational powers and in 1995 the voters authorized construction of the McKinleyville Library. The District boundaries encompass 12,140 acres.

In recent years, the District has dramatically expanded its recreational services by developing three community parks (Pierson Park, Hiller Park, and Larissa Park) and Hiller Sports Complex. The District also has three facilities; the Activity Center (an indoor sports facility), Azalea Hall (a community activities center), and a library. The District is also in the process of adding a Teen and Community Center with construction beginning summer of 2014.

## District Mission Statement

Provide McKinleyville with safe and reliable water, wastewater, lighting, open space, parks and recreation, and library services in an environmentally and fiscally responsible manner.

## Board of Directors

The Board of Directors is the legislative body of the District. Its members are elected by the community and are the decision makers of the District. The Board of Directors sets policy and approves the District’s annual budget.

## District Manager

Overall responsibility for the day-to-day operation of the District is vested in the District Manager. The District Manager is appointed by and serves at the pleasure of the Board of Directors.

## Departments

McKinleyville Community Services District is organized into four separate departments. They are: Projects, Operations, Parks and Recreation, and Support Services. Being a small District, each MCSD department performs a wide range of services for the citizens of our community.

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## Pierson Park



Park Overview



Tot Lot Playground



Community Garden



Bocce Ball Courts



Gazebo and Group BBQ Area

## Parks and Recreation Department

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### Address

1656 Sutter Road  
PO Box 2037  
McKinleyville, CA 95519

### Email Address

[parksandrec@mckinleyvillecsd.com](mailto:parksandrec@mckinleyvillecsd.com)

### Phone

707-839-9003

### FAX

707-839-8456

### Hours

9am - 5pm

### Administrative Staff

Jason Sehon, Parks and Recreation Director  
Lesley Frisbee, Recreation Supervisor  
Jens Andersen, Recreation Coordinator  
Kirsten Messmer, Recreation Coordinator

### Park Maintenance

Brad Hayman, Maintenance Supervisor  
Mark Maillie  
Eric Martin

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## Parks

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### Pierson Park

Located between Pickett and Gwin Road off Central Ave, park amenities include a gazebo, BBQ pits, picnic tables, playground, horseshoe pits, bocce ball courts, community garden and restrooms.

## Hiller Park

Located on Hiller Road West of Highway 101, park amenities include the Hiller Loop Trail, picnic tables and BBQ area, playground, botanical garden (coming soon), off leash dog area, restrooms, and parking.

## Hiller Sports Complex

Located on Hiller Road West of Highway 101, park amenities include restrooms, little league fields, softball fields, soccer fields and a concession stand.

## Larissa Park

Located on Larissa Circle off of Reasor Road, park amenities include a BBQ pit, picnic tables, and a playground.

## Hewitt Reserve

Located off Bryan Road across from Azalea Ave, this is a 14-acre nature reserve, which features a forested area, streams, meadow, and an informal trail network.

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## Facilities

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### McKinleyville Activity Center

Located at 1705 Gwin Road the Activity Center is a 10,000 square foot facility featuring a full size gymnasium, video games, vending machines, and a sound system. This facility is used for games and tournaments, school dances, roller skating, and birthday parties.

## Hiller Park



Park Overview



Playground



Off Lease Dog Area



Group Picnic and BBQ Area



Installing of the Botanical Garden

### Teen and Community Center

The Teen and Community Center will be located next to the McKinleyville Activity Center. It will consist of a multi-purpose room, classrooms, café, kitchen, and offices.

### Azalea Hall

Located at 1620 Pickett Road Azalea Hall includes a Meeting Room and the Hewitt Room, a 2,000 square foot banquet room featuring a natural wood beamed ceiling, adjustable lights, a stage and sound system, and a commercial kitchen. The McKinleyville Senior center operates out of the Meeting Room in this facility.

### Library

Located at 1606 Pickett Road the Library is run by Humboldt County. The Library has a Conference Room available for renting.

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## Trails

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### School Road Trail

Located on the southern side of School road between Fischer Road and Ocean Avenue the School Road Trail is 1/3 mile long.

### Mid-Town Trail

Located between Central Avenue and McKinleyville Avenue the Mid-Town Trail is 1/3 mile long.

### Hiller Loop Trail

Located in Hiller Park, the Hiller Loop Trail consists of 1.5 miles network of trails.



*Hiller Sports Complex, 2014*

## Mission Statement

The mission of the Parks and Recreation Department is to create community and increase quality of life through people, recreation programs, public facilities and parks.

To create community and increase quality of life, we:

- ❖ Provide recreational experiences
- ❖ Foster human development
- ❖ Facilitate community problem solving
- ❖ Promote health and wellness
- ❖ Strengthen community image and sense of place
- ❖ Support economic development

## 2014 Recreation Programs

- ❖ Kids' Club Afterschool Program
- ❖ Kids' Camp summer Program
- ❖ Leader-In-Training Program
- ❖ Youth Driven
- ❖ Youth Basketball Leagues
- ❖ Playgroup for toddlers
- ❖ Pee Wee Basketball League
- ❖ Breakout Holiday Camp
- ❖ Jr. High School Dances
- ❖ Leisure Classes
- ❖ Family Fall Fest
- ❖ Sports Camps
- ❖ World Wide Day of Play
- ❖ Drop In sports: Futsal & Basketball
- ❖ Adult 3 on 3 Basketball League
- ❖ Adult Futsal League
- ❖ Softball Leagues & Tournaments
- ❖ Bike Rodeo

# Internship Guidelines

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If granted an internship, the intern will be assigned to a supervisor who will work with them to develop a work schedule and job responsibilities for the intern, prior to start date.

The supervisor will orient the intern on all policies, procedures, and philosophies of the Districts.

The supervisor will be responsible for evaluating the job performance of the intern on a weekly, bi-weekly, or monthly basis.

The supervisor will assign the following specific projects and duties to the intern.

- ❖ Schedule of required meetings
- ❖ A special event or program to organize and implement

The District will follow guidelines set forth by the interns University and supervisor.

The supervisor will provide the intern duties, responsibilities, and exposure in the following areas.

- ❖ Budget
- ❖ Programming
- ❖ Marketing
- ❖ Program supervision
- ❖ Registration
- ❖ Donations
- ❖ Scheduling
- ❖ Program and Staff Evaluations
- ❖ Facilities
- ❖ Other areas as needed



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# Internship Responsibilities

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Intern work schedules will vary according to program. Some interns may be required to work 40 hours a week including holidays, evenings and weekends.

Interns will be subject to all pre-employment conditions of the District (First Aid and CPR certifications, TB tests, and Fingerprint results). Until all items are completed, the intern is working on a conditional basis pending the results of the above screening. The intern will complete these items before starting their first week of internship.

The first two weeks of the internship are probationary. An intern may be dismissed if the department determines he/she is not adequately prepared to perform the functions required of an intern. This determination is made after careful consideration by the intern's coordinator and the intern's immediate supervisor.

McKinleyville Parks and Recreation requires the intern to provide transportation to and from work. Unfortunately the District does not have a vehicle available for use; however the intern will be compensated for mileage used during a shift when asked to use his or her own vehicle.

Interns will be required to provide McKinleyville Parks and Recreation with written goals and objectives within the first two weeks of the internship. Those goals should include: career goals, internship goals, and contributions the intern feels they can make to McKinleyville Parks and Recreation.



Interns will have a minimum of two evaluations during the internship. Written copies of these evaluations will be kept on file, as well as sent to the University the intern represents.

Interns may be asked to evaluate their internship program at the end of the term.

Interns may create news releases and fliers for their programs and others as assigned.

Interns will plan, organize, coordinate, and conduct a special event or program.

Recreation Interns are encouraged to meet with the Parks and Recreation Director and/or General Manager to gain an understanding of the duties, responsibilities, of each position and how it relates to the overall department.

Interns will attend all meetings assigned by supervisor.

Interns are required to represent McKinleyville Parks and Recreation and MCS D in a professional manner, including dress, punctuality and enthusiastic participation in the working situation. Interns must be willing to dedicate the time necessary to get the job done not only correctly but also well.

Interns are required to familiarize themselves with the policies, goals and general operations of the District by doing the following:

- ❖ Review policy handbooks
  - ❖ Discuss policies with supervisor/program staff
  - ❖ Attend staff meetings at the supervisory and administrative levels.
  - ❖ Attend one District Board Meeting and one Recreation Advisory Meeting.
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## How to Apply

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Interested applicants should complete the Internship Application and submit it with a Resume to the Parks and Recreation Department. Upon receipt of your Application and Resume, we will review it and contact you to let you know if you have been selected for an interview. Questions can be directed to the Department at (707) 839-9003.

### In Person

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### By Mail

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