



Wilmington Athletics Program

Internship and Practicum Opportunities Information



910.343.3682

www.wilmingtonrecreation.com

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CITY OF WILMINGTON CORE VALUES

- ◆ Accountability
- ◆ Collaboration
- ◆ Creativity
- ◆ Inclusion

COMMUNITY SERVICES DEPARTMENT MISSION STATEMENT

The mission of the Community Services Department is to provide quality of life services to the citizens of Wilmington through:

- ◆ the building of partnerships;
- ◆ providing superior parks and recreation programs and facilities;
- ◆ providing new initiatives and creative programs.

ATHLETICS PROGRAM VISION STATEMENT

The Athletics Program will provide quality athletic competition and instruction for the diverse population of Wilmington, with a focus on programming for youth and families. The City of Wilmington Athletic Division's variety of programs aim to focus on sportsmanship, teamwork, individual character development, and having fun.

ATHLETICS PROGRAM CORE VALUES

Equity: The Athletics Division aims to provide equitable access to programs, especially for those citizens who are economically and/or culturally disadvantaged. Programs shall also be inclusive to citizens who are intellectually and/or physically disabled.

Sportsmanship: The focus of the Athletics Division's programs is on fairness, honesty, and personal integrity. Before, during, and after a game, the emphasis shall be on showing respect to coaches, referees, teammates, and opponents, rather than on the score and the teams' win-loss records.

Community: Community involvement and volunteers are essential to the success of the Athletics Division's programs. The Athletics Division also values support from and collaboration with local colleges and universities.

Positivity: All interactions in Athletics Division programs should be positive in nature, particularly interactions involving and in the presence of minors. Volunteers, participants, and spectators should be mindful that providing positive examples for youth is paramount to the outcome of a game.

Personal Development: All participants should be given opportunities to develop their personal skills and character, regardless of the participant's physical, mental, or emotional abilities and/or challenges.

Economic Development: The Athletics Division aims to provide employment opportunities to local youth through the Junior Officials program, internships, and community partnerships.

INTRODUCTION

The Athletics Program serves members of the community by offering quality, low-cost youth and family athletic leagues and programs. Athletics program staff aim to strengthen the program's ties to the community and to honor the core value of Community by nurturing partnerships with organizations such as the University of North Carolina at Wilmington, Cape Fear Community College, and other Colleges and Universities throughout the region. Program staff also honor the program's core value of Economic Development by offering training opportunities to students through the internship and volunteer program. Program staff recognize the value and quality of Historically Black Colleges and Universities, and additionally welcome students from those institutions to apply for internships.

Students are treated as members of Athletics staff throughout the duration of their practicum or internship. They are expected to attend weekly staff meetings, give suggestions and feedback related to programming, and assist with all programming as their schedule allows. In the spring and fall semesters, most programming takes place on weeknight evenings and Saturdays, and in the summer, camps take place during the days and teen programming takes place in the evenings. Interns and practicum students work closely with their supervisors and meet frequently to discuss progress and performance. Staff aim to support students and set them up for success during and after the practicum or internship. Students who show effort and willingness to learn and grow are rewarded with positive recommendations and lifelong support and mentorship.

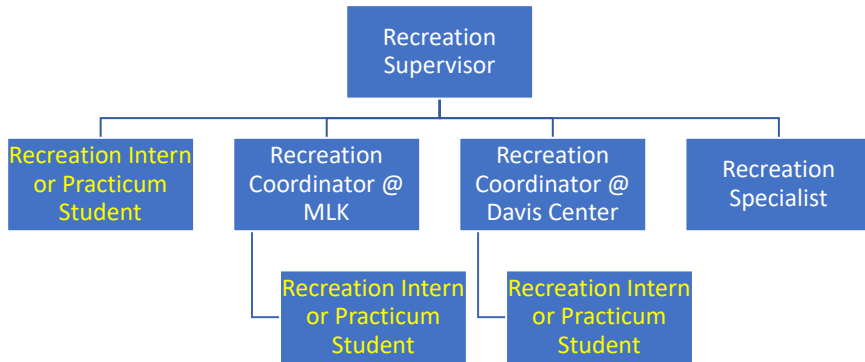
HOW TO APPLY

There are two types of internships with the City of Wilmington, **paid and unpaid**. Whether or not an internship is a paid internship depends on the availability of funding. Practicum experiences do not qualify for funding unless the practicum student is also an employee of the Parks and Recreation Division. Interested students should email the Athletics Supervisor at andrea.talley@wilmingtonnc.gov to express interest and inquire about the availability of funding, if applicable. An informal interview will be scheduled for the student and Athletics Program staff to meet one another and discuss the students's educational and career goals.

If funding is available, interns are typically paid \$15/hour and will receive instructions as to how to apply from the Athletics Supervisor. If funding is not available, interns and practicum students should complete a Volunteer Application, available at <https://www.wilmingtonnc.gov/departments/parks-recreation/volunteer-opportunities>. The Supervisor will also provide the prospective intern with a Criminal History Inquiry Waiver, which must be signed by the applicant in the presence of a Notary Public, and a Driving History Waiver.

If the applicant is cleared for hire or cleared for volunteerism by Human Resources, the student will be assigned an agency supervisor, who will be either the Athletics Supervisor or one of the Athletics Coordinators. The agency supervisor will then contact the intern to discuss internship dates, work schedule, and expectations.

ORGANIZATIONAL CHART



CURRENT STAFF

Andrea Talley
Recreation Supervisor
910-343-3682
Andrea.talley@wilmingtonnc.gov

Morrell Fox
Recreation Supervisor—MLK Center
910-341-0057
Morrell.fox@wilmingtonnc.gov

Devonta Best
Recreation Coordinator—Davis Center
910-772-4170
Devonta.best@wilmingtonnc.gov

PRACTICUM/INTERN: SPECIAL PROJECTS/OPPORTUNITIES

Listed below are some examples and ideas of projects that could be completed by interns to satisfy the internship requirement for a special project, and to give the intern or practicum student experience at leading a special project that can be listed on a resume. Intern or practicum students may also suggest a project idea not listed below and present to the Athletics team for approval. Projects should be mutually beneficial to the intern or practicum student and to the Athletics team, and sustainable following the conclusion of the student's time with the Athletics Program.

1. Create, promote, and implement a new program.
 - a. Work with supervisor to determine the need and market for a new program.
 - b. Complete Program Proposal for submission to Recreation Manager.
 - c. Create a budget and research facility availability.
 - d. Determine program dates and times.
 - e. Work with Marketing Specialist to promote program.
 - f. Create program schedule/curriculum.
 - g. Send communications to parents regarding program.
 - h. Work with Athletics Staff to implement program.
2. Take the lead on coordinating an existing program, such as an athletic league, homeschool sports, summer camp, mobile recreation, or coaches' banquet (full list below).
 - a. Work with Marketing Specialist to promote program.
 - b. Create program schedule/curriculum.
 - c. Send communications to parents regarding program.
 - d. Work with Athletics Staff to implement program.
3. Develop an at-home or gym training program for a specific sport for different age groups.
 - a. Work with Athletics staff to determine the specific sport and age groups.
 - b. Work with Fitness Center staff, perform research, and utilize existing documents to develop training program.
 - c. Create a plan for the implementation/use of training program.
4. Create/update age-specific guidelines, skills, and drills for coaches in a specific sport.
 - a. Work with Athletics staff to determine the specific sport and age groups.
 - b. Utilize existing documents and perform research to develop coaches guide.
 - c. Create a plan for the implementation/use of coaches guide.
5. Develop a marketing plan and create promotional materials for Athletics Program.
 - a. Work with Marketing Specialist and Athletics staff to develop a promotional plan and make social media posts.
 - b. Create a promotional video and take photos for promotional materials during programs.

CURRENT ATHLETICS PROGRAMS

Sport	Time	Participants
Flag Football	March - May	Age Groups: 7-9 Years Max #: 60 10-12 Years Max #: 60 13-15 Years Max #: 60
6U/7U Basketball	September - October	Max #: 40
8U Basketball	November- February	Max #: 50
10U Basketball	November-February	Max #: 50
12U Basketball	November - February	Max #: 50
15U Basketball	November-February	Max #: 40
Beach Volleyball	March - April September - October	Max #: 35
T-ball	March - May	Max #: 60
Coach Pitch Baseball	March – June	Max #: 40
City Employee League	September, October, January, February, March, April, May	Varies based on sport
Archery	September-October	Max #: 10-24
Homeschool Sports	October-November January-February	Max: 15 per session
Mobile Recreation	Year-Round	N/A
Junior Officials	July-August	Max #: 15
Coaches Banquet	May	Max #: N/A
Basketball Camp	May/June	Varies
T-Ball Camp	June	Max #: 20
Archery Camp	July	Max #: 16
Sports Camp	July	Max #: 20

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Facilities	Hours	Facility Usage Numbers
Robert Strange Park Athletic Fields	7:00 AM-11:00 PM	15,000 annually
Martin Luther King Center	M-F 10:00 AM - 7:00 PM (9:00 PM during summer hours) Saturdays: 10:00 AM - 6:00 PM	12,000 annually
Davis Center	M-F 10:00 AM - 6:00 PM (7:00 PM during summer hours) Saturdays 10:00 AM - 2:00 PM	8,000 annually
Maides Park	7:00 AM-11:00 PM	8,000 annually
Olsen Park	7:00 AM-11:00 PM	65,000 annually
Legion Stadium	7:00 AM-11:00 PM	15,000 annually

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DRESS CODE

PURPOSE

Recreation employees are expected to present a professional appearance as they represent the City and the community. A professional image requires a person to be neat, clean, and well groomed. Clothing should be clean and in good repair. To maintain high professional standards and expectations in all areas, the Dress Code Guidelines were developed to assure all staff members meet or exceed dress attire for their respective positions, job duties and responsibilities. No dress code guidelines can cover all contingencies, so employees must use proper judgment in their choice of clothing to wear to work. Per Administrative Policy 204, section 11, *Conditions of Employment and General Work Rules*, "Departments and divisions may establish specific dress codes appropriate for the work assigned." Modifications in dress may be required at the discretion of the department.

RESPONSIBILITY

It is the responsibility of each supervisor to ensure every employee is compliant with these guidelines.

PERSONAL APPEARANCE

Personal appearance includes your dress, neatness, and personal cleanliness. Appearance impacts the morale of team members, but more importantly, it influences customers' impressions. During business hours, and whenever representing the Parks & Recreation Division, staff members should be well groomed, professional and in approved uniform – as designated by position.

FOR ALL STAFF MEMBERS

- City-issued ID badge must be worn and visible during programs and events.
- Clothing must be in good condition.
- Pants, shorts or skirts/dresses of an appropriate length, no more than 4" above the knee, must be worn. Jeans can be worn, preferably as part of casual Friday; however, holes and tears are not permitted.
- Staff apparel are NOT to be worn while off duty – or if possible covered.
- Apparel cannot in anyway create a safety hazard to the employee or others.
- Alterations, such as cutting off sleeves, will not be permitted. Ripped, frayed, torn or unkempt clothing shall not be worn.
- Hats or caps with the City logo shall only be worn while on duty and must be forward-facing.
- Sweatshirts and jackets must have the city logo. If wearing a sweatshirt or jacket without a city logo, attire must meet specified standards.
- Prohibited items include, but are not limited to:
 - Attire with offensive words, logos, pictures or slogans
 - Bare midriff / low cut tops
 - Tank tops / halter tops
 - Flip flops / shower shoes – depending on the work being performed
 - Open-toed shoes, unless they have a heel strap – depending on the work being performed
 - Sweatpants, unless worn during the performance of a program.

- Supervisors may require employees to make modifications in their appearance if deemed unprofessional or unacceptable.
- Budgeted funds may be used to purchase staff apparel.

PART-TIME / SEASONAL STAFF

- City logo polo or t-shirt must be worn. It is preferred, but not required, t-shirts have “STAFF” labeled on the back to make them easily identifiable.

FULL TIME STAFF

- Business casual attire is the preferred dress for Recreation Supervisors and Administrative Staff when not performing program-related duties.
- City logo polo or t-shirt must be worn. It is preferred, but not required, t-shirts for Recreation Coordinators have “STAFF” labeled on the back to make them easily identifiable.
- Gym shorts and/or sweatpants may be worn with an accompanying staff shirt when staff are actively participating in instruction or program implementation. Shorts/pants with the City logo may also be purchased.

***Note:** If staff shirts are not available for new hires, an ID badge must be worn and visible until attire with the city logo is purchased.

CONCLUSION

Thank you for taking the time to review this packet. Hopefully this packet provides you with the knowledge you need to select a practicum or internship site based on the career goals you wish to achieve. Please contact staff if you have any further questions, or if you would like a tour of the City’s athletics facilities.