### SOUTHERN PINES RECREATION AND PARKS DEPARTMENT

### **Brief History of the Town of Southern Pines:**

In 1884 a man by the name of John T. Patrick paid \$1,265 for 675 acres of land called Shaw's Ridge. The name was later called Patrick's Folly for a short period of time. When the land was first chartered it was called *Vineland* but the name was later changed to Southern Pines. Having a temperate climate and natural mineral springs, Patrick planned to use the land as a health resort.

Today, Southern Pines is home to more than 11,000 residents. Many of its residents live here today because of it many championship Golf Courses, its beautiful resorts and retirement areas successful business and industrial community, great schools, impressive recreation and park facilities, distinctive shops, and a variety of restaurants and hotels.

### **Brief History of the Southern Pines Recreation and Parks Department:**

The Southern Pines Recreation and Parks Department was established in 1976 at the Campbell House. Part time recreation Directors in Southern Pines dates as far back as the 1950's. The Campbell House was given to the town for its current use in 1964. The Southern Pines Recreation and Parks Department's main purpose is to provide Southern Pines citizens with a variety of recreational outlets. The Department offers an assortment of youth programs, special events, senior programs, and athletic programs. Southern Pines Recreation and Parks Department also has a spectacular greenway and trail system that stretches 11½ miles; perfect for runners, hikers, bicyclist, and fitness walkers.







## **Southern Pines Recreation and Parks Mission Statement:**

The mission of the Southern Pines Recreation and Parks Department is to provide high quality park and recreation facilities and services which provide leisure opportunities for all citizens of Southern Pines. Benefits derived from the services include, but are not limited to:

- PERSONAL BENEFITS in the form of physical fitness, relaxation, and revitalization;
- SOCIAL BENEFITS in the form of stronger and healthier families, ethnic and cultural harmony, reduced anti-social behavior, and enriched lives for area citizens;
- ENVIRONMENTAL BENEFITS in the form of open green space and habitats for native plants and animals;
- ECONOMIC BENEFITS in the form of more productive and healthier citizens, increased tourism, and contributions to the overall quality of life sought by businesses and industry.

### **Staff Information:**

Robert Reeve, CPRP: Director, Recreation and Parks

Sue Gillis: Program Coordinator Jordan Phillips: Athletic Coordinator

Rynet Oxendine: Senior/Special Events Coordinator Gregg Davis: Building & Grounds Superintendent

Vi Janz: Clerk Assistant III

#### **Address and Phone Number:**

482 E. Connecticut Avenue Southern Pines, NC, 28387 Phone: 910-692-2463

Fax: 910-692-1835

### **Office Hours:**

Monday - Friday, 8:30 a.m. - 5:00 p.m.

### **Email Address:**

gillis@southernpines.net recreation\_parks@southernpines.net

### **INTERNSHIP OVERVIEW**

# **Southern Pines Recreation and Parks Department Internship Overview:**

The Southern Pines Recreation and Parks Department has designed and implemented a 12 week internship program that provides students with a well-rounded experience which introduces the intern to all aspects of a diverse and comprehensive parks and recreation program. This provides the students with an opportunity to put what they have learned to work. It is a "hands on" experience that reflects what park and recreation professionals do on the job to ensure the necessary and enhanced services to the community.

# **Internship Program Goal:**

- To apply academic and practical experience to a hands-on, real life experience
- To problem solve in a work environment
- To exchange ideas and network with professionals in the field
- To gain appreciation in the field
- To gain competent professional skills

# **Guidelines for Internship:**

The Department provides departmental internships to students in a Parks and Recreation, Leisure Studies, or related field curriculum from an accredited college or university. Internships will be handled in the same manner as a job application; which includes a drug screening and criminal background check.

# **Application:**

Requires a letter of inquiry and a current resume along with a completed application form. When the department receives this information, an interview may be arranged. The student will be notified either in writing or by phone of acceptance by the Southern Pines Recreation and Parks Department.

### **Compensation:**

Southern Pines Recreation and Parks Department offers a paid internship. We believe that the Department and the student have a partnership. The Department provides the Intern with the required knowledge and experiences to fulfill the internship standards of the university, in addition to, a valuable learning experience. It is mandatory that all employees of the Town of Southern Pines be paid by direct deposit at a bank of their choice.

## **Working Hours:**

Interns will be expected to work 40 hours per week, which may include evenings and/or weekends. This schedule can be modified to fulfill course requirements that meet the needs of the intern and the University.

#### **Dress Code:**

Dress will depend on the specific job assignments. When working in the office, professional attire is required. When working in the field, dress will be determined by job duties.

# **Assignments:**

Assignments are based on the Intern's strengths, growth areas and interests. It is the intention of the Intern's supervisor to suggest events that will broaden the learning experience of the Intern. Areas assigned may include but not limited to:

- Administration
- Athletics
- Senior Programming
- Facilities/Maintenance
- Youth Camps
- Youth Activities

As a member of Southern Pines Recreation and Parks Department, you will provide quality support for all of our programs. Your responsibilities will vary based on the area you are assigned, however, as a member of the team your responsibilities may include:

- Exposure to budget preparations
- Attend departmental meetings
- Research, develop, organize, and implement new programs and/or events
- Review and research policies and procedures
- Market and promote programs and facilities
- Create and conduct community needs assessments
- Review, revise, and implement athletic rules and regulations based on current trends
- Monitor and evaluate the operations of adult and youth user groups
- Organize and work tournaments and athletic special events
- Exposure to managing a community recreation center
- Learn the concepts of risk management for specified facilities

## **Intern Responsibilities**:

The Southern Pines Recreation and Parks Department will provide an environment which will give Interns an opportunity to grow as young professionals and learn from other parks and recreation professionals. The Intern will be responsible to:

- Familiarize oneself with the procedures/guidelines for the internship.
- Create goals and objectives for the internship.
- Conduct their self in a professional manner
- Be timely with all required written communication
- Communicate effectively with your assigned supervisors
- Seek opportunities to complete your work and educational experiences
- Assist the parks and recreational staff on projects and assignments
- Practice excellence in your work
- Be flexible with your working hours that you are assigned. You will have to work some evenings and weekends.
- Notify your supervisor in advance of any anticipated absence from work.
- Evaluate each program and meeting you attend and discuss your observations with your supervisor
- Be willing to offer new ideas
- Be appropriately dressed during all your assignments
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect. You are a representative of the Town of Southern Pines and the Recreation and Parks Department.
- Ask for advice from you supervisor regarding any problems you cannot successfully solve yourself.
- Notify your supervisor of any academic deadlines that must be met, in regards to the internship.
- Become involved in any opportunity presented to you.
- Be willing to show initiative and creativity in your work.
- Offer ideas and suggestions on program improvements.
- Communicate openly, honestly and professionally with all people you come in contact with during your internship.

- When you have free time, use that time to learn more about the operations of the department.
- Read any manuals, fliers, or brochures that will add to your knowledge of the department.
- Create and implement an administrative project. Discuss you project ideas with both your professor and supervisor to ensure the correct direction is taken.

### **Evaluations:**

At the end of your internship you will be asked to fill out an evaluation form on our department. This will allow you to let us know what changes we might need to make to our programs, special events, and future interns experience.

### **TOWN POLICIES**

## **Code of Personal Conduct:**

As an employee, you play an important role in maintaining the high standards of the Town of Southern Pines. Your conduct on and off the job goes a long way toward forming the public's impression of the Town. Because of the responsibility this places on each individual, the Town feels it is important to provide employees with consistent, comprehensive standards concerning personal conduct. If you are a new employee of the Town, this list of "ground rules" will help you know what is expected of you.

### **Attitude and Common Courtesy:**

When dealing with the public about any matter concerning public business, Town employees shall do so in a courteous manner. Every employee shall at all times endeavor to conduct themselves in a manner that reflects credit upon the Town of Southern Pines. Harassment of a fellow employee or any other person the employee encounters in the course of the job is forbidden.

#### **Confidential Information:**

No employee shall disclose confidential information concerning the property or affairs of the Town. Nor shall any employee, under any circumstances, use such information to advance their financial or private interests.

### **Gifts and Favors:**

No employee shall accept or grant any gift or favor that may tend to influence them in the discharge of Town duties.

## **Use of Intoxicants:**

The Town of Southern Pines is proud to be a drug-free workplace and will enforce all procedures of the Town's drug policy.

### **Non-discrimination:**

The Town of Southern Pines shall provide all applicants for employment equal employment opportunities and provide current employees with training, compensation and promotion, without regard to race, color, religion, national origin, sex, age, or physical disability.

# **Substance Abuse:**

Our policy now formally states that substance abuse will not be tolerated during working hours or on the premises of the Town. This prohibition includes the possession, use, or sale of illegal drugs or alcohol.

Employees who are found to be under the influence of illegal drugs or alcohol or who violate this policy in other ways are subject to disciplinary action, which will include termination.

It is, therefore, Town policy that an employee found with the presence of alcohol or illegal drugs in their system, in possession of, or using, selling, trading, or offering for sale illegal drugs or alcohol during working hours, will be subject to disciplinary action up to and including discharge.

## **Workers' Compensation Policy:**

All employees of the Town (full-time, part-time, probationary, and contract) are covered by North Carolina Workers' Compensation Laws and are required to report all injuries or illnesses arising in the course of their employment to their supervisor **at the time of the injury** so the appropriate action may be taken immediately. Responsibility for claiming compensation under the Workers' Compensation Act is the <u>injured employee's responsibility</u> and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from the date of injury.

#### Definitions:

Compensation – Income payment to an injured worker and/or payment for professional services to a medical provider.

Compensable – An eligible claim under State law, as determined by the Workers' Compensation carrier <u>directed by the Industrial Commission</u>.

#### Procedure:

As required by State law, the Town provides full-time, part-time, and contract employees with Workers' Compensation benefits. For employees who are accidentally injured on the job or have job-related illnesses, these statutory benefits are full medical coverage for condensable claims and partial salary compensation for condensable-claim absences which extend beyond a seven (7) calendar day waiting period.

When an employee is injured on the job, whether or not medical attention is received, the employee shall report the injury or illness to the direct supervisor immediately, as required by State law. The immediate supervisor then completes an Accident Reporting Form and submits this to the Personnel Department within 24 hours.

When an <u>emergency injury occurs</u>, call 911, and then contact the Personnel Department. An Employee Accident Reporting Form must be submitted to Personnel within 24 hours.

When <u>non-emergency injury occurs</u>, the employee must go to the Southern Pines Fire Department for evaluation. It will be determined if transportation to a physician is needed. Send or accompany the worker to the appropriate medical care if required or accompany the worker back to the job site.

## **Harassment Policy:**

Harassment Forbidden

Any employee of the Town of Southern Pines who harasses another employee or another person whom that employee encounters in the course of the employee's job is subject to disciplinary action up to and including dismissal pursuant to the Town's personnel procedures. Such harassment is a wrongdoing for which suspension and dismissal will be appropriate.

## **Harassment Definition:**

Harassment is any action that is taken against another employee that is not a good faith effort to improve job performance; that is an action that injures or threatens injury to another person or property; that causes fear, humiliation, or substantial distress, or that is an effort to obtain a favor, or benefit improperly.

# **Responses to Harassment:**

If an employee is being harassed by another individual, it is important to understand that the first step in most cases is to tell that person that the behavior is offensive and should stop. Behavior that may offend one person is often not intended as harassment and may not offend others. The problem is often resolved by telling the individual(s) that the behavior is offensive and that it must stop. If the matter is not resolved, notify the supervisor or the Town of Southern Pines personnel department.

### REFRENCES

Lindau, Betsy. Centennial Southern Pines, N.C. Mid-South Resort 1887-1987: <u>The 1<sup>st</sup> Hundred Years.</u> Texas, 1987.

Town of Southern Pines: Employee Manual. 2003

According to a personal source, discussions about what should be included in this internship manual were discussed (S. Gillis 2008, pers. comm., 12 February).

According to a personal source, discussions about what should be included in this internship manual were discussed (R. Reeve 2008, pers. comm., 20 February).

According to a personal source, discussions about specific dates and people to include in this internship manual were discussed (D. White 2008, pers. comm., 11 February).