

Internship Packet



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



Parks and Recreation Department

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

Welcome

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 is also developing a new park with a BMX Track on our School & Washington Road Property, as well as, in the works of acquiring a Community Forest. The District also has five facilities our Parks crew maintains; the Activity Center (an indoor sports facility), the Teen Center (a community center with classroom spaces and commercial kitchen), Azalea Hall (a community activities center), and the buildings that house the County Library & Sheriff’s Office.

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 three separate departments. They are: 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.

Pierson Park



Park Overview



Tot Lot Playground



Community Garden



Bocce Ball Courts



Gazebo and Group BBQ Area

Parks and Recreation Department

Address

1656 Sutter Road
PO Box 2037
McKinleyville, CA 95519

Email Address

parcsandrec@mckinleyvillecsd.com

Phone

707-839-9003

Fax

707-839-8456

Hours

9am – 12:00pm & 2pm - 5pm

Administrative Staff

Kirsten Messmer, Parks & Recreation Director
Jens Andersen, Recreation Coordinator
Kristin McDonald, Recreation Coordinator

Park Maintenance

Brad Hayman, Maintenance Supervisor
Blake Stewart
Owen Quinlan-Schumpert
Brandon Johnson
John Trewin

Parks

Pierson Park

Located between Pickett and Gwin Road off Central Ave, park amenities include a covered gazebo and pavilion, 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, 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 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.

Facilities

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

Hiller Park



Park Overview



Playground



Off Lease Dog Area



Group Picnic and BBQ Area



Installing of the Botanical Garden

used for games and tournaments, school dances, school break camps, roller-skating, and birthday parties.

Teen and Community Center

The Teen and Community Center is located next to the McKinleyville Activity Center at 1685 Gwin Rd. It consists of a multi-purpose room, music room, lounge, commercial kitchen, and office. The Boys & Girls Club of the Redwoods provides programming out of this space for Middle & High School aged kids during afterschool hours.

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.

Trails

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.

Upcoming Projects

BMX Track Park on School Road and Washington Avenue Property

Located on School Road and Washington Avenue, this community park is going to be constructed due to being awarded a California State Parks Prop 68 Grant. The part between Fischer Road and Ocean Avenue the School Road Trail is 1/3 mile long.

McKinleyville Community Forest

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



View to the west from eastern ridge of Community Forest

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

Recreation Programs

- ❖ ELP Afterschool Program
- ❖ Kids' Camp Summer Program
- ❖ Leader-In-Training Program
- ❖ Youth Basketball Leagues
- ❖ Playgroup for toddlers
- ❖ Pee Wee Basketball League
- ❖ Breakout Holiday Camps
- ❖ Jr. High School Dances
- ❖ Leisure Classes
- ❖ Kung Fu & Tai Chi
- ❖ Sports Camps
- ❖ Pickleball Drop In & Class
- ❖ Drop in Basketball
- ❖ Adult 3 on 3 Basketball League
- ❖ Softball Leagues & Tournaments
- ❖ Music in the Park

Internship Guidelines

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

Internship Responsibilities

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

How to Apply

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

PO Box 2037
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Email

parksandrec@mckinleyvillecsd.com



McKinleyville Parks and Recreation Internship Application

Name _____ Date _____

Home Phone _____ Cell Phone _____

Mailing Address _____

Permanent Address _____

Email Address _____

Name of University/College _____

Expected Graduation Date _____

Major _____ Area of Emphasis _____

Preferred Starting Date _____ Preferred Ending Date _____

Number of Hours Needed for Internship _____

Do you have access to a vehicle? Yes No

Do you have current car insurance? Yes No

(If yes, please provide a copy of your current car insurance and list Exp. Date _____)

University Internship Advisor _____

Phone _____ E-Mail _____

Best Time to Contact _____

How did you hear about our Internship Program? _____

Areas of Experience

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Fitness and Health |
| <input type="checkbox"/> Youth Programming | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Arts and Crafts Programs |
| <input type="checkbox"/> Senior Activities | <input type="checkbox"/> Park Operations |
| <input type="checkbox"/> Sports Programming | <input type="checkbox"/> Afterschool Programs |

Please explain all areas checked above, attach a separate piece of paper if necessary _____

Age Group Experience

Please check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Pre-School | <input type="checkbox"/> Young Adults |
| <input type="checkbox"/> Elementary (K-5 grade) | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Tweens (6-8 grades) | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Teens (9-12 grades) | |

Supplemental Questions

Please answer the following questions on a separate sheet of paper and submit with application:

1. What areas would you like to gain more experience in and why?
2. What are two goals you have in regards to this internship?
3. What can you contribute to the McKinleyville Parks and Recreation Department?
4. Provide a statement of your career objective.
5. Include any other information you feel we should know.

Signature _____ Date _____