

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Clearwater Florida Date: 5/21/18  
City State

Agency: City of Clearwater - Parks and Recreation

Contact: Regina Novak

Address: 1501 N Belcher Road Clearwater Florida  
Street / PO Box City State / Zip

Phone: (727) 793-2339 ext. 238 Fax: (727) 793-2328

Email: Regina.novak@myclearwater.com Website: <http://www.myclearwater.com/gov/depts/parksrec/intern.asp>

What semesters is your agency available to accept interns?

- Fall (August – December)       Spring (January – April)       Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

*Varies, but flexible. Typically Monday - Friday 9a - 5p with occasional weekend work (maximum 40 hrs/wk)*

Is office space available to interns?     Yes     No    \_\_\_\_\_  
Comments

Is a computer available to interns?     Yes     No    \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships?     Non-paid     Paid (amount): \$100/week before taxes

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)  
*A stipend of \$100 per week is paid biweekly, to students interning full time (39-40 hrs/week).  
Mileage reimbursement will be paid when a city vehicle is not available for city business.  
Work space and use of a computer.*

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

List the required skills or previous experience necessary for interning with your agency.

- Must be in a health/wellness major in school (or related field)
- A strong work ethic
- Maintain a positive attitude, be enthusiastic, and self-motivated
- Willing to take on new challenges and experiences, and be adaptable to the many changes in the recreation field
- Demonstrate good customer service skills and genuinely enjoy working with and interacting with people of all ages and diverse backgrounds
- Be able to work outdoors in high temperatures, humidity, and inclement weather
- Agree to follow the Parks and Recreation Department's Policies and Procedures
- Communicate any conflicting commitments that may affect the internship

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

Please note: All interns are required to purchase professional liability coverage for \$1,000,000.

- Show a high interest in the field of wellness education**
- Knowledge of wellness education principles, practices, programs, and community needs**
- Be certified in CPR/First Aid**

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

**Beyond placements described on the internship website listed above, Health Education majors would likely be interested in working with the City's Healthy Choices for a Healthy Clearwater program.**

- Contribute to the Healthy Choices for a Healthy Clearwater newsletters, by researching wellness information relevant to each month
- Assist with wellness events, i.e. Better Body Bingo, 10k Step Challenge, etc.
- Meet with various community partners and participate in meetings with various wellness organizations
- Research adult wellness challenges to implement programs at City of Clearwater Recreation centers
- Research other community wellness websites in order to give recommendations on improving the Healthy Choices website

**For more information on Healthy Choices for a Healthy Clearwater program, visit our website:  
<http://www.myclearwaterparks.com/programs/programs/healthy-choices-for-a-healthy-clearwater>**

List any important information about your agency.

**Internship experiences/schedules are tailored to meet student's interests, where possible (i.e. an accepted student's semester can be spent split between multiple exposures to match development goals)**

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

**FOR OFFICE USE ONLY:** CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_