



Therapeutic  
Recreation  
Internship  
Manual

Creating opportunities. Transforming Lives.



Sportable  
Therapeutic Recreation Internship Manual  
Table of Contents

Table of Contents	Page Number
Mission	3
Vision	3
Core Values	3
TR Internship Description	3
Qualifications	4
Responsibilities and Internship Tasks:	4
Expectations	4
Assignments and Projects	5
Dress Code	5
Frequently Asked Questions	6
How to Apply	7



Mission: To transform the lives of people with physical and visual disabilities through sport.

Vision: Transform the life of every **athlete** with a physical disability in Virginia

Core Values: We have a strong set of values that guide the behavior of all those who work, play and compete at Sportable.

- INTEGRITY: Being true to our word and honoring commitments to our athletes, partners, and community.
- PASSION: Committing to work hard, stay positive, and encourage success in others.
- TEAM SPIRIT: The expectation that our community will enjoy a sport for its own sake, while upholding the highest standard of fairness, respect, and camaraderie.
- INGENUITY: Fostering an environment where athletes and volunteers are able to reach their full potential.

Brand Pillars

- Freeing our athletes to see beyond their disabilities
- Building peer relationships and reducing social isolation
- Facilitating physical and attitudinal change in our community

TR Internship Description: The Therapeutic Recreation (TR) Intern's role in this organization is to assist in all aspects of programs and administration. He/she will be supervised by a CTRS, while performing various job tasks as outlined by the National Council for Therapeutic Recreation Certification (NCTRC). Based on experience, the intern may also serve in a leadership role, as an activity/program coordinator. The intern will also provide information on current trends in therapeutic recreation services, through projects, presentations, and staff in-services. Sportable adheres to NCTRC Standards and Procedures so that the intern will be professionally eligible for certification.



#### Qualifications

- Affiliation with a college or university, in an accredited TR program
- Applicants must be attaining a degree in Therapeutic Recreation as seen eligible by NCTRC
- Completion of a minimum of junior year of college
- Ability to instruct or lead individuals or groups in a variety of recreation activities in a variety of terrains, weather, and situations
- Knowledge and experience in one or more of the following: archery, air rifle, wheelchair basketball, wheelchair tennis, wheelchair lacrosse, swimming, cycling, rock climbing, running, wheelchair racing, power soccer, kayaking, and rowing
- Good physical condition; able to lift minimum of 50lbs
- Knowledge and experience working with folks of all abilities and age groups
- In-depth disability awareness preferred
- Current First Aid and CPR certification (or willingness to obtain within first 2 weeks of internship)
- Have a valid driver's license and have a clean driving record
- Pass a background check
- Basic computer processing skills including MS Office

#### Responsibilities and Internship Tasks:

- Adhere to agency policies and procedures
- Attend appropriate training sessions and clinics for specific programs
- Complete assessments, monitor functioning and progress of athletes, create individualized program plans, evaluate, and document processes
- Assist in planning, managing, implementing, and evaluating programs and services
- Promote the agency, TR services and profession by providing education and support to participants, volunteers, donors, and relevant others
- Work with the program team (service team) to assist, develop, and evaluate programs as needed
- Deliver adaptive recreation to participants with disability of all ages and abilities
- Maintain records pertinent to the internship including orientation materials, log of hours, evaluations, assignment and projects
- Attend weekly intern and staff meetings
- Complete assignments as given by intern supervisor (see list below).
  - Plan and present at least one disability awareness training during selected staff meetings
  - Work alongside and in conjunction with Sportable volunteers

#### Expectations:

- Represent one's self as a responsible Sportable staff member and contribute to the team environment
- By the end of the internship experience, the TR intern will function as an entry-level employee
- Take initiative and don't be afraid to ask questions
- Apply classroom knowledge and current trends of recreation to Sportable's "real world setting"
- Take responsibility for one's self and actions, and represent Sportable at all times (even when recreating in one's free time), in accordance to our values (as outlined on the previous page)
- Contribute to a positive team environment
- Punctuality
- Evening and weekend work expected

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#### Assignments and Projects

- General program support- \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- Co-lead 2 events/programs
- Solo lead activity
- Shadow assessment
- Perform supervised assessment
- Perform assessment solo
- Manage a program
- Demonstrate understanding of adaptive gear/equipment and fittings
- Case study
- Attend outreach and advocacy event
- Attend partnership event
- Attend committee or board meeting
- Review grant writing and research
- Complete 2 site visits
- TR Project
- TR Project presentation

Dress Code: Your day-to-day role will change depending upon on-going programs and needs around the office. Some days you'll be moving equipment in the rain and other days you'll be a part of professional meetings. Bring clothing that allows you to fit-in to the wide range of roles which you will be a part.

An example of acceptable vs. unacceptable clothing choices would be: wearing a pair of worn-out jeans and a t-shirt to perform bicycle maintenance, would not be acceptable during a meeting with VCU Health. Acceptable clothing for such a meeting would be nice jeans or pants with a clean-cut shirt. In general, please avoid any clothing that is ripped or tattered, as well as clothing with excessive graphics.



## Frequently Asked Questions

### What is the compensation?

During certain seasons or times of the year, a stipend may be available to interns.

### Does Sportable offer housing?

No, Sportable does not offer housing to interns. We strongly encourage interns to search for housing within the Richmond city limits, specifically in the neighborhoods near the Sportable office.

### Does Sportable provide transportation to interns or should I bring my car/transportation?

Interns are expected to get themselves to and from the Sportable office. Interns who have a clear driving record and pass driver's training are eligible to drive company vehicles to/from programs. Sportable is able to add interns to vehicle insurance. Vehicles are to be used for work purposes only.

### What will my hours be like?

In accordance to NCTRC professional eligibility requirements, we require TR to complete a minimum of 560 hours of work (14 weeks). Interns will work 35-45 hour weeks. The majority of our programs and events take place over the weekend and evenings. Interns are expected to support and lead these programs. Vacation cannot be taken for Therapeutic Recreation Interns seeking certification. Time-off requests must be approved by the internship supervisor.

### What is the internship experience like?

We like to use the phrase "freedom within the framework" when describing the internship experience. This means that interns are given the direction and guidance needed to find success while working for Sportable, but also have the freedom to make programmatic decisions and take ownership of programs. Interns are expected to develop from a general observation role to being as capable as an entry-level employee; or capable of filling a variety of roles within the organization. We expect interns to work as a member of our Program Team and occasionally alongside our development team.

### What will my day-to-day responsibilities be as a TR intern?

TR interns fill a wide variety of roles at Sportable. You can expect your time to be a split between office administration, program planning and preparations, and program delivery.

### Who are Sportable's participants?

Each year, we serve more than 400 participants with disabilities. We work with people of all abilities and all ages; including youth as young as 5 years old.

### Do I need to be an expert in the activities I lead or in which I am involved?

No, you do not need to be an expert. We do expect interns to have the ability to instruct or lead individuals and/or groups in a wide variety of recreation activities in various types of terrain, weather, and situations. We do not have time to teach interns the basics of any of the activities we offer. Thus, it is expected that interns have an entry-level ability within the activities that we offer.



### Who teaches and leads Sportable's programs?

Sportable leads its programs with the support of over 250 volunteers annually. For the most part, these volunteers are the instructors for our programs and activities; working one-on-one with athletes or in group lessons. Sportable's staff members are responsible for overseeing these volunteers, and maintaining training and risk management standards within the various activities we offer.

### How do I apply?

Prospective TR interns must complete the TR Internship Application and submit a resume, cover letter and a list of references to [alecia@sportable.org](mailto:alecia@sportable.org). Electronic applications only please.

### When should I apply?

- Summer TR Internship (May-September): January 31<sup>st</sup> deadline
- Winter TR Internship (January-April): November 15<sup>th</sup> deadline