



City of Safety Harbor Florida

HOME OF ESPIRITU SANTO MINERAL SPRINGS

750 Main Street

Safety Harbor, Florida 34695
FAX 724-1566

(727) 724-1555

City of Safety Harbor

The City of Safety Harbor is a small but vital city nestled near the top of Old Tampa Bay in Pinellas County, Florida. Safety Harbor is located west of Tampa and east of Clearwater. The city has a population of approximately 17,500. As primarily a residential community, the City has maintained the character of a family oriented community while preserving our environmentally sensitive lands and revitalizing our historic downtown Business District.

We have a city manager/commission form of government which consists of five elected commissioners, one of which is elected to be the mayor. The commissioners are elected for three year staggered terms. The city manager is appointed by the commission for an indefinite term.

The city has several citizen advisory boards that are filled by the applicants appointed by the commission. These include the Parks & Recreation Advisory Board, Planning & Zoning Board, Board of Appeals, Library Advisory Committee, Public Art Committee, Teen Advisory Board, Skate Advisory Board and Code Enforcement Board, and the 3rd Friday Advisory Board. These boards provide citizen input to the commission for their consideration.

About the Leisure Services Department

The Leisure Services Department was created in July 1982, and encompasses seven divisions. These divisions are Recreation, Special Events, Parks, Marina, Communications, Museum & Cultural Center and Building Maintenance. Presently there are 41.05 full time equivalent positions within the Leisure Services Department. The department continues to grow with the addition of the Museum & Cultural Center, and two major parks within the past 3 years.

Mission Statement

To increase the quality of life through parks, events, recreation and play for residents and visitors.

About the Leisure Services Facilities

The ***Safety Harbor Community*** consists of an Art Room, Meeting Room, Teen Room, Multi-Purpose Room, 2 Gymnasiums, Kitchen and Offices. We offer our before and after school program for middle schoolers, After care program for elementary, full day summer camps, part day Sports camps, Athletics, and much more.



The ***Rigsby Recreation Center*** is located in downtown and can be divided into several classrooms. The Rigsby Center offers programs for all ages, pre-school through senior citizens and our school age outreach program "Park Pals on the Go".



The **Museum & Cultural Center** is a unique partnership between the City and the 501c3 Safety Harbor Museum of Regional History. The center houses artifacts, local history, a city gallery and a plethora of arts and cultural programs, classes, and workshops.



About the Internship Program

Safety Harbor is seeking interns with an innovative approach to Parks & Recreation Management. The intern will work on a rotation system between the three centers and special events and becomes involved in as many recreational operations as possible. The intern will work with all divisions of the Leisure Services Department; however, the main emphasis will be within the Recreation Division. Along with many other responsibilities, the intern will have a major project to complete during their internship season; the project will benefit the student and city. Suggested projects may include: coordinating a city-wide special event, conducting a survey and sharing results or developing a project of their own. Attached is a sample of seasonal opportunities.

Housing

The City of Safety Harbor does not provide any housing or reimbursement for housing.

Stipend for Internship

The Safety Harbor Leisure Services Department offers the intern a stipend of \$120 per week based on a 40 hour work week. The City of Safety Harbor is available to accept interns annually, and accepts them on a first come, first serve basis once all criteria is satisfied.



Please complete the attached Safety Harbor Leisure Services questionnaire along with an employment application (www.cityofsafetyharbor.com) if interested in joining our REAL FUN Team.

Thank you again for thinking of our department and we look forward to hearing from you. If you have any questions or would like a tour, please feel free to contact me at (727)724-1530 (ext. 3306) or kgerlach@cityofsafetyharbor.com.

Kelliann Gerlach
Safety Harbor Community Center Facility Manager
Leisure Services Intern Coordinator



During the **spring semester** (January – May) the intern will assist with: ****Office & Administrative duties**** work with various sports league (Youth basketball league, North Pinellas Track & Field Program, and the North Pinellas flag football) ****After school programs (both drop in & structured) **Senior field trips & luncheons ** Eco Egg Hunt/Easter Egg Hunts ** Fitness programs ** Teen programming ** Truck N Play Day ** Discover Florida **Black History Celebration ** Senior Spring Picnic ** Senior Expo ** Gazebo Concerts ** Kayak & Canoe Races ** Resident Summer Camp Registration ** Arts & Crafts Show ** Youth Basketball Draft Day **Skatepark operations**Junk in the Trunk Outdoor Garage Sale**Seafood Festival** Bloomin Garden ** Chalk Festival** 3rd Friday Downtown event*Daddy Daughter Date Night.**



During the **summer semester** (May – August) the intern will assist with: ****Office & Administrative duties**** Summer special events** teen / youth field trips ** Youth basketball league ** 4th of July Celebration ** Senior field trips & luncheons ** Fitness programs ** Youth basketball training league ** Specialty half-day camps ** full day summer camp daily operations, budgeting, field trips, guest speakers, special events / theme days, before / after care ** Skatepark operations.



During the **fall semester** (August – December) the intern will assist with: ****Office & administrative duties**** Mom & Son Superhero Night ****Harbor Sounds**** Wine Festival****Main Street Trick or Treating****Snowfest****Holiday Parade **** Holiday Camps**** Tree-Lighting****Veterans' Day Ceremony ****Breakfast with Santa**** Gazebo Concerts****Arts & Crafts Show**** After school programs (both drop in & structured) **** Senior field trips & luncheons **** Dance program ****Fitness programs**** Skatepark operations



