

# ***REAL Fun!***

## **Recreation Internship**



### ***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 and Recreation Advisory Board, Planning and 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 and Cultural Center and Building Maintenance. Presently there are 41.05 full time equivalent positions within the Leisure Services Department.

### ***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 Center*** 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."

The ***Museum and 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.

[safetyharborrecreation.com](http://safetyharborrecreation.com)



## ***About the Internship Program***

The purpose of the City of Safety Harbor Internship Program is to provide students with the opportunity to apply their academic skills and knowledge to the practical experience of daily operations within a small town Recreation Department. Under the assistance of the supervisory staff, an intern will work within many sections of the recreation department to meet the requirements of a specific internship or practicum program. During this experience, staff as well as the university supervisor will work closely to facilitate a rewarding learning experience for the intern. We will also design and complete a Practical Application Project of significant and lasting value to the agency. The primary purpose of this project is for the intern to make a professional contribution to the agency. The short-term project can be of an administrative, research, programming, planning, or operational focus.

## ***Requirements:***

- Must be undergraduate or graduate college student; this internship is for an educational institute for academic credit
- Must be receiving college credit for the internship
- Must have at least a 2.8 GPA
- Applicable Degrees: all recreation fields, business/management, human and health development, sports management
- Must have valid Driver's License
- Must pass background checks
- Must be able to participate in many recreational games and programs and be able to lift up to 50 lbs.

## ***Internship Schedule***

<b>Term</b>	<b>Application Deadline</b>
<b><i>Winter Spring:</i></b> Begins Jan/Feb	December 1
<b><i>Summer:</i></b> Begins May/June	April 1
<b><i>Fall:</i></b> Begins Aug/Sep	July 1

## ***How to Apply***

Send packet to:

City of Safety Harbor  
750 Main Street  
Safety Harbor, FL 34685

Completed Internship application  
Resume with cover letter  
Unofficial college transcript

## ***Housing***

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

Please complete the attached Safety Harbor Leisure Services questionnaire along with an employment application ([www.cityofsafetyharbor.com](http://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](mailto:kgerlach@cityofsafetyharbor.com).

