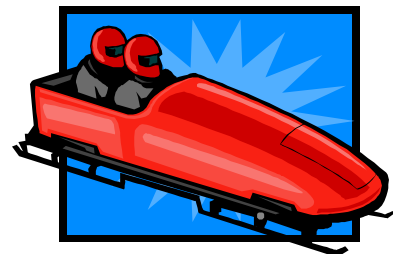
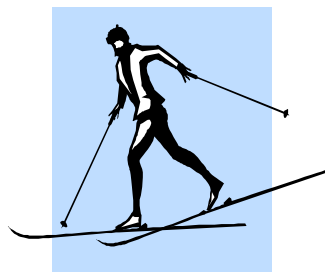
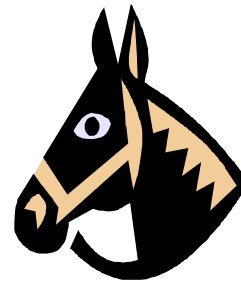
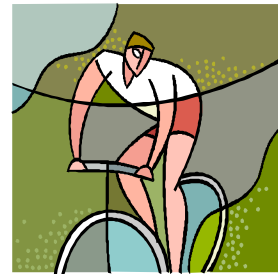
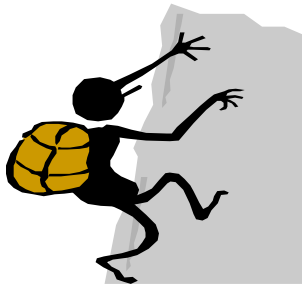


# National Ability Center

## Internship Information



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# ABOUT THE NATIONAL ABILITY CENTER

## Overview

### **OUR MISSION**

The National Ability Center is committed to the development of lifetime skills for people of all ages and abilities by providing affordable outdoor sports and recreational experiences in a nurturing environment. The objective of these experiences is to build self-esteem, confidence and physical development, thereby enhancing active participation in all aspects of community life. As a national role model, the Center promotes the concept of ability through integration, public awareness and education. Our motto is "If I can do this, I can do anything."

### **WHO WE ARE**

Founded in 1985, the National Ability Center is a non-profit, tax-exempt organization. Programs are supported through special event fund-raisers, grants from private corporations and foundations, individual donations and program fees. All activities are offered at an affordable rate and no one is denied participation due to inability to pay. The Center's philosophy is based on the fundamental belief that recreation is as vital to the lives of people with disabilities as it is to people without disabilities -- representing a sound and practical investment in all individuals.

### **WHAT WE DO**

The National Ability Center offers a wide variety of year-round activities, which include alpine and cross-country skiing, snowboarding, swimming, cycling, water skiing, horseback riding, rafting and camping trips, challenge course activities, leadership development training, and more. Last year, nearly 10,700 individuals participated in more than 25,000 lessons and experiences! Because safety is the first priority, instruction is provided by professional, certified instructors and complemented by volunteer assistants who contribute over 14,000 hours annually. Many of the instructors are also individuals with disabilities and serve as role models for our participants.

### **WHO CAN PARTICIPATE**

Individuals of all ages and abilities take part in the Ability Center's programs, including those with orthopedic, spinal cord, neuromuscular, visual and hearing impairments, as well as those with cognitive and developmental disabilities. Specially designed equipment is available for many of the activities. Adaptive saddles, hand cycles, and customized ski equipment, such as bi-skis, mono-skis and outriggers, enable participants to enjoy each activity comfortably and safely. In an attempt to eliminate the isolation of individuals with disabilities, friends and family members are also encouraged to participate.

## History

The National Ability Center is a local chapter of the Disabled Sports USA (formerly National Handicapped Sports) and is an accredited operating center for the North American Riding for the Handicapped Association (NARHA). Participants range from 3 to 75 years of age with a variety of disabilities including: orthopedic, spinal cord, neuro-muscular, sensory, and developmental disabilities.

The National Ability Center, formerly Park City Handicapped Sports Association, was founded in 1985 as a joint effort of Meeche White and Peter Badewitz. Meeche, who has a formal degree in therapeutic recreation and Peter, himself disabled and a one-time member of the U.S. Disabled Ski Team, decided to start a disabled ski program back in the early 1980's. They started offering ski lessons for the first time in the winter of 1985 and provided 45 ski lessons to the area's disabled residents. Now, the National Ability Center offers a full range of sports and recreational activities, providing nearly 11,000 lessons annually.

## Philosophy

It is the National Ability Center's belief that individuals with disabilities should enjoy the full range of activities that life's experiences can offer. The benefits of these experiences build self-confidence and motivation necessary to become productive in society. Thus our motto is, "If I Can Do This, I Can Do Anything."

For the individual with a disability, the self-confidence gained by overcoming an intimidating physical challenge affects all areas of his or her personal life. Research has shown that those recreational activities that build self-confidence and self-esteem often act as a springboard to the pursuit and enjoyment of a variety of other life activities.

Participation in sports and recreational programs is a leading factor in contributing to increased mobility for persons with disabilities. From the standpoint of the medical profession, physical exercise for the disabled increases strength, mobility and endurance. A structured exercise program has shown to improve balance and coordination, while at the same time prevent physical atrophy and regressive attitudes.

In addition, therapeutic sports and recreational programs provide a structure for the development of social as well as physical skills. Through its programs, individuals are given the opportunity to socialize with other people with disabilities as well as those without. These indirect benefits of NAC programs are important to the emotional and psychological welfare of individuals with disabilities.

All too often persons with disabilities are placed outside the mainstream of society, due to the fact that agencies often isolate participants from family members by locating programs in separate facilities. The isolation of individuals with disabilities in recreational activities and the disregard for the needs of non-disabled family members can lead to feelings of frustration and resentment. For this reason, NAC seeks to involve and include the entire family in all of its programs in a safe and non-threatening atmosphere. Recreation easily accommodates family involvement that helps foster a positive home environment.

NAC pledges to keep its programs community based, in a mainstream environment with family

members included. This integrative approach discourages the notion of separate or "special" activities, which often perpetuates the segregation of individuals with physical and developmental disabilities from the general population.

Another important component of therapeutic recreation is helping a person gain "networking" skills and learn how to access community resources. NAC programs assist individuals with disabilities in setting leisure goals and learning how to access community resources. This encourages participants' progress toward meaningful, self-directed recreation participation and autonomous functioning in the community. In addition, instructors and volunteers can suggest adaptive equipment that addresses the physical needs of the participant with the disability.

## **Current Programs**

### **SKIING AND SNOWBOARDING**

The National Ability Center's alpine skiing and snowboarding program works in cooperation with the professional ski school staff of the Park City Mountain Resort. All instructors are specially trained in the adaptive techniques of 3-track, 4-track, mono-ski, bi-ski and guiding blind skiers, as well as techniques for teaching the developmentally disabled. Lessons are conducted on the slopes of the ski resort, thereby eliminating segregation and "mainstreaming" persons with disabilities by enabling them to recreate in an integrated environment with their families, friends, and peers. Satellite programs are also offered at four other Utah ski resorts (The Canyons, Deer Valley, Brighton and Brian Head) to help ensure that adapted skiing is accessible throughout the state.

In order to ensure quality lessons and safety, the Center's instructors and volunteers attend in-depth training clinics in adaptive techniques, as the National Ability Center seeks to involve and include family members, friends, and peers, the Center provides training in adaptive techniques, including the proper use and maintenance of the equipment. Individuals wishing to participate in a particular sport with family members, friends, or peers can reserve adaptive sports equipment for use.

Skiing and snowboarding are available during Park City Mountain Resort's winter season. Session lessons and individual lessons are available, reservations required. All lessons are offered 7 days per week and include the lift pass and adaptive equipment. Non-adaptive equipment is provided for session students only.

Throughout the ski season, the Center also hosts a number of groups who make annual trips to the Park City area for their special participants. The M.D. Anderson Cancer Center of Houston, Texas, and the One Step At A Time Program from Illinois are two such groups. Developed as an opportunity to provide a break from cancer treatments at home, the Park City vacations allow these children, who have experienced devastating amputations, to soar down the slopes of pristine mountains, experience the thrill of physical accomplishment and create wonderful memories for their families.

### **CROSS COUNTRY SKIING**

The National Ability Center provides individual and group cross-country ski lessons throughout the ski season. This program provides individuals, and their families, a chance to participate in cross-country skiing at various skill levels. The session fee includes a 2-hour lesson for five weeks, ski passes and

equipment. Sessions consist of one lesson/week for five weeks at the same day and time each week. Reservations are mandatory and full payment is required at the time of reservation. Lessons need to be arranged at least one week in advance with the National Ability Center. Cancellations must be made at least one day prior to the lesson. The National Ability Center's Cross-country Ski Program is conducted at the Park City Municipal Golf Course in conjunction with White Pine Touring.

## **SLED HOCKEY**

Sled Hockey is a Paralympic Sport allowing people with physical disabilities affecting lower limbs to use sleds to move around the ice. Other than this adaptation, the rules are very similar to able-bodied hockey games. It is a high energy, rowdy and incredible fast paced game.

## **BOBSLED/ICE ROCKET**

Ever dream of shooting down a tunnel of ice at record-breaking speed? With the proximity of the National Ability Center to the Utah Olympic Park, we are able to take advantage of the Olympic bobsled track to offer the Bobsled and Ice Rocket Programs.

The National Ability Center is offering the opportunity to join our bobsled training team. Those physically disabled individuals interested will meet on various days throughout the winter. Individuals can sign up for a one-hour lesson or for the season. The ultimate goal is to be ready for the 2014 Paralympic Winter Games. The National Ability Center also offers instruction and recreational opportunities in a one-man bobsled called the ice rocket, which will operate on various days throughout the winter season.

## **OTHER WINTER SPORTS**

Given our proximity to some of the best outdoor winter sports venues in the world, the National Ability Center is fortunate to be able to offer a broad range of winter recreational activities for people with disabilities. In addition to the alpine skiing and snowboarding programs, we offer instruction and recreational opportunities in snowshoeing and a one-man bobsled called the ice rocket. The National Ability Center utilizes the Utah Winter Sports Park, site of the 2002 Winter Olympics bobsled, luge and ski jumping competition.

## **QUAD RUGBY**

The National Ability Center offers the opportunity for participation in professional and recreational quad rugby teams. To participate in quad rugby one must have a disability prohibiting him or her from full use of their legs and arms in sport competition. The game consists of two teams, each with four on the court at a time. Players pass a volleyball back and forth while advancing into the opposing team's half of the court. To score a goal, the players must cross the opposing teams goal line with the ball.

## **HORSEBACK RIDING**

Located at The National Ability Center's Bronfman Family Recreational Center and Ranch, outside of

Park City, Utah, horseback riding is one of the Center's fastest growing and most successful programs. The National Ability Center's therapeutic riding program offers group and private lessons with specially trained and nationally recognized instructors as well as scenic trail rides. Individuals of all ages with a variety of disabilities take part in this program. Adaptive equipment and side walkers are provided. This program is offered year-round thanks to the heated 17,000 square foot indoor arena and barn.

Lessons are one hour in length. Included in this time, participants are taught basic grooming and horsemanship skills. These skills are fundamental to the therapeutic horseback riding experience. The contact can help form an unconditional bond between horse and rider, which has been shown to improve an individual's self-esteem.

Therapeutic riding offers highly effective therapy for mentally and physically disabled individuals. It has proven to be particularly effective with children. The rider is working on exercises to develop strength, coordination, balance and self-confidence. Horseback riding trains multiple muscle groups and promotes natural and rhythmical movement. The horse's back has proven itself irreplaceable for coordination training.

## **WATER SKIING**

The National Ability Center's water-skiing program is a unique experience that enables the participant along with family and friends to partake in yet another exhilarating outdoor activity. The water-skiing program is offered in one-day outings or multiple day trips. The outings are offered at Jordanelle Reservoir. On an outing an individual will participate in a one-hour lesson. Multiple day trips are also offered throughout the summer. The day can include water-skiing, wakeboarding, knee boarding, tubing, water rides, fishing, swimming and other beach activities.

In order to insure quality lessons and water safety, the Center's volunteers attend in-depth adaptive training clinics. Lessons begin with a personalized dry-land fitting and training for each participant. The boats are outfitted with quick releases, booms, two way radios, and are followed by Jet Skies to ensure a safe learning environment. With a wide variety of specialized equipment and teaching methods almost anyone with a disability can learn to water ski.

## **SWIMMING**

The National Ability Center's swimming program, designed for beginning and intermediate swimmers, takes place each summer. With the help of volunteers and certified water safety instructors, we are able to provide quality and affordable swimming lessons and any necessary adaptive equipment. The goals of this program are to develop swimming skills and to ensure that the participant is "water safe."

The swimming program is offered in 4 two week sessions. The session includes four days a week. Individuals may also participate in a one-hour, two days a week Water Aerobics class. An "Introduction to Water" class is also offered. This class is designed for those that have never been

swimming or have had little to no experience with any water activities. It is offered during two summer sessions. Individuals will participate in two, one hour classes a week during the session.

## **CLIMBING WALL**

Our state of the art, thirty-two-foot, climbing wall is located at our Recreation Center and can accommodate climbers of all ability levels from beginning to advanced. With seven separate top ropes to climb on, there is plenty of opportunity for personal challenge. The climbing wall is open Tuesday and Thursday evenings during the week and on Saturday mornings for our kids programs.

Just for Kids time is a two-hour session for children five to 13 years of age on Saturday mornings. Our staff will introduce them to top rope climbing. Fun and games provided! Learn to Climb is a class that teaches participants how to use the equipment necessary to climb and belay, how to tie climbing knots, and how to use the proper climbing commands to communicate while climbing. A belay proficiency test is given one week after the class. Private climbing instruction is also provided.

In addition, we offer climbing wall rentals. The climbing wall is available to lease for special occasions including birthday parties, staff retreats, family reunions, and school groups, for \$10.00 per person (5 person minimum). Call (435) 649-3991 ext. 623 to make reservations.

## **OUTDOOR EDUCATION**

These trips offer an excellent opportunity for families and groups to recreate together. Trips are offered on either the Snake River, originating from Jackson Hole, Wyoming, or on the Green River, with a base camp at the Flaming Gorge Recreation Area. Rafting is a confidence-building activity through which The Center will seek to enhance the self-esteem of participants while developing social interaction skills. In addition, outdoor excursions develop independent living skills through exposure to camping and the self-care responsibilities involved. Fishing, swimming, a rodeo, and a tram ride are additional activities for participants. Costs will vary depending on age and length of trip.

Other longer excursions have also been offered, such as an eight-day rafting trip on the Colorado River through the Grand Canyon. Spectacular scenery, amazing side streams and hikes along North America's most exhilarating whitewater give our participants the trip of a lifetime.

## **CYCLING**

Bicycling and hand-cycling are life long skills and sports that promote mainstream participation in a recreational world enjoyed by thousands of non-disabled citizens. A variety of rides geared toward different ability levels are offered throughout the spring, summer, and fall. The cycling program focuses on promoting physical fitness, confidence, socialization, independence and fun. People with a wide variety of disabilities participate in each ride and family members and friends are also encouraged to come along.

Rides are held on hard-packed or paved trails such as the Provo and Jordan River Trails, the Rail Trail, and other trails in the Park City area. The variety in terrain allows for enjoyable outings while challenging individuals with disabilities to get out and participate in yet another exciting activity with

the National Ability Center. Rides begin either at the Salt Lake City International Center or at the Recreation Center and Ranch.

Hand cycles are available for individuals who have disabilities that limit the use of their legs, and tandem bicycles are used for beginning riders and those who are visually impaired.

## **CANOEING**

The National Ability Center offers lessons for beginning and intermediate paddlers. The canoe program serves individuals and families of all ages and abilities, and is especially well suited for small groups. Participants in the canoe program will learn basic paddling strokes and self-rescue techniques. Other goals of the canoeing program include building confidence, sense of achievement, social interaction, fun, fitness, learning a new recreational skill and overcoming fears. The program is operated out of the Rock Cliff Recreation area at Jordanelle Reservoir; other locations are available based on group needs and customer request.

## **SUMMER CAMPS**

We offer 6 different camps for people of all abilities. Each camp is full of activities that will challenge the participants to discover their abilities in a supportive environment. Campers will be involved in swimming, water skiing, canoeing, cycling, climbing, horseback riding, the high challenge course, arts and crafts and activities that build friendship.

# INTERNSHIP STRUCTURE

Opportunities to apply classroom learning in a professional setting, is a vital aspect of preparing for a career in the field of therapeutic recreation. The National Ability Center is committed to providing students with practical learning experiences under the direction of nationally certified therapeutic recreation practitioners.

## Internship Goals

1. Provide the intern with hands on training and experience in several adaptive recreation activities, including the use and care of adaptive equipment, adaptive teaching techniques, exposure to a wide range of disabilities, and professional certification (where applicable).
2. Provide the intern with professional opportunities to observe and participate in all aspects of therapeutic recreation programming, including but not limited to: assessment, planning, implementation, evaluation, documentation, and therapeutic relationships.
3. Provide the intern with professional opportunities to observe and participate in all aspects of therapeutic recreation program administration, including but not limited to: program development, marketing, public relations, outreach, volunteer coordination, fundraising, grant writing, statistics tracking, registration, special events, and facility maintenance.
4. Prepare the intern for the National Council for Therapeutic Recreation Certification (NCTRC) exam.
5. Provide the intern with a stipend of \$200/month (Housing may be an option based on capacity in our on site dormitory. Please inquire about this if you have financial need).
6. Provide the intern with lots of opportunities for FUN!!

## Intern Job Description

The intern's role in this organization is to assist in all aspects of programs and administration. He/she will be supervised by a Certified Therapeutic Recreation Specialist, while performing various job tasks as outlined by the National Council for Therapeutic Recreation Certification. Based on experience, the intern may also serve in a leadership role, as an activity/program leader or project/committee head. The intern will also provide information on current trends in therapeutic recreation services, through projects, presentations, and staff in-services.

# **Intern Responsibilities**

## **PRE-INTERNSHIP RESPONSIBILITIES**

1. Respond to internship offer with acceptance letter acknowledging:
  - beginning and ending dates
  - a statement of expectation (goals, what you are looking forward to, etc)
2. Arrange for housing in Park City
3. Make sure that First Aid and CPR are current

## **DURING THE INTERNSHIP**

1. Attend appropriate training sessions and clinics for specific programs
2. Participate in all facets of agency operation as directed by supervisor
3. Maintain Intern Binder with copy of all records pertinent to the internship including: orientation materials, copy of supervisor's certification, log of hours, evaluations, assignments, and projects
4. Complete assignments as given by supervisor(s)
5. Attend weekly intern meetings
6. Plan and present at least one disability lesson during the intern meeting
7. Complete a significant project (chosen or assigned) and conduct a 15 minute in-service presentation on the design, process, and outcome of the project
8. Participate in program and internship evaluations
9. Have FUN!

## **Internship Timeline**

Internship Experience: A minimum of fourteen weeks is required in which the intern works forty hours a week averaging five days a week. Weekends are often included in scheduling. Vacation periods during internships are not permitted, unless approved by the Intern Supervisor. The intern is expected to complete the internship according to predetermined starting and ending dates. Emergencies are given special consideration.

Practicum Experience: A shorter and/or part-time internship can be arranged, depending on program and seasonal needs. Dates and times will be discussed with the internship coordinator. Weekends are often included in scheduling. Vacation periods during the practicum are not permitted. Emergencies are given special consideration.

This timeline is tentative depending upon the season and current program needs. It is a guide for the intern to use while planning individual goals.

**Week 1:** Welcome and orientation. General training clinics begin in all program areas. Meet

individually with supervisor to discuss internship goals and schedule.

**Week 2:** Continue training clinics. Begin program planning and preparation. Assist in equipment preparation and maintenance. Intern meetings begin.

**Weeks 3-6:** Program assignments are finalized. Shadow lessons and assist in program implementation. Continue program specific training clinics as needed. Begin weekly clinics on the application of the TR process in our programs. Begin prep course for the NCTRC exam.

**Week 7:** Mid-term evaluations.

**Weeks 8-13:** Transition into more program leadership roles, if appropriate. Continue weekly intern meetings and NCTRC prep course. Prepare projects and presentations

**Week 14:** Final projects and presentations due. Final evaluations. Facility and equipment maintenance.

## **Preparation for the NCTRC Certification Exam**

Each intern will be given the opportunity to gain experience in the job tasks and knowledge areas of a Therapeutic Recreation Specialist, as outlined by the NCTRC. This will be accomplished through hands-on experience in all aspects of program operations, as well as specific assignments as directed by the Intern Supervisor. The intern will perform the following job tasks (Note: some wording has been slightly modified to suit our therapeutic process):

### **Agency and TR service Plan**

1. Identify and analyze agency mission.
2. Identify and analyze the population served.
3. Identify and analyze agency standards.
4. Identify and analyze resources for services.
5. Develop specific programs.
6. Identify and analyze funding sources.

### **Assessment for TR Intervention**

1. Obtain and review pertinent background information about the participant, as available from charts, other professional staff, and from relevant others.
2. Interview the participant and relevant others to assess physical, social, emotional, cognitive, leisure, and lifestyle needs and functioning.
3. Observe behavior of the participant to assess physical, social, emotional, cognitive, leisure, and lifestyle needs and functioning.
4. Record pertinent personal information and observations.
5. Analyze and interpret results from assessment procedures, for use in program planning.

### Individualized Intervention Planning

1. Discuss the results of assessment and involve the participant and relevant others in the design of the individualized program plan.
2. Develop and document individualized program goals.

### Implementation of TR Services

1. Implement individualized program plan
2. Establish and maintain therapeutic relationship with the participant.
3. Create and maintain a safe and therapeutic environment.
4. Collect and document significant information regarding the implementation process.
5. Act as an educator, therapist, leader, facilitator, and resource in the delivery of TR services.

### Evaluation of Individualized Intervention Planning

1. Monitor and record functioning and progress of the participant.
2. Revise individualized program plan as necessary, with input from the participant and relevant others.

### Documentation

1. Complete assessment form, waiver, and record goals within first day
2. Complete weekly progress notes
3. Document unusual occurrences, accidents, and incidents relating to risk management.
4. Assist the participant in completing a final evaluation of program services.

### Treatment/Service Teams

1. Provide information to family members and relevant others regarding the assessment, planning, implementation, and evaluation of the participant and their program plan.
2. Provide information to family members and relevant others regarding the range of available TR services and related resources in the area.

### Organizing and Managing Services

1. Comply with governmental, accreditation, professional, and agency standards and regulations.
2. Respond to concerns of the participant, relevant others, staff, and community.
3. Participate on committees.
4. Maintain equipment and supply inventory.
5. Participate in the research process.

### Outreach, Advocacy, and Public Relations

1. Provide support and education to the participant and relevant others.
2. Promote the agency, TR Services, and the profession through marketing and public relations activities.
3. Advocate for rights to full participation in recreation and leisure

### Professional Development

1. Maintain and expand professional competence and credentials
2. Participate in the planning and implementation of agency/TR Service in-service training and staff development programs.
3. Maintain knowledge of current TR trends, techniques, methods, issues, and professional and legal standards.

# THINGS TO KNOW

## Housing

It is your responsibility to find housing for your internship stay. Park City is a resort community, and a place to live can be expensive and hard to find. A good option is to room with the other interns or find someone who is looking for a roommate.

- The newspaper for Park City is The Park Record. Their classified section includes available housing in the area. They can be reached at (435) 649-9014 or [www.parkrecord.com](http://www.parkrecord.com) for on-line access.
- Park City also has a housing assistance program called Mountain Lands Community Housing, which tracks rooms for rent and roommate opportunities. They can be reached at (435) 647-9719 or [www.housinghelp.org](http://www.housinghelp.org).
- Contact the Intern Supervisor for additional contacts and/or a list of other interns who may be looking for housing

## Transportation

A public bus service provides transportation within city limits and to Kimball Junction (a small retail community 6 miles outside of city limits) at no charge. The National Ability Ski Center is on the bus route (Park City Mountain Resort stop), but unfortunately, the NAC Ranch is not. The local Rail Trail passes the Ranch, and is an easy bike ride (roughly 4 miles from town) during the summer and fall seasons.

## First Day

On the first day of your internship you will report to the National Ability Center Ranch at 9:00 am. (The Center's regular office hours are from 8:30 am to 5:00 pm. The day includes a  $\frac{1}{2}$  hour lunch break). The first day of your internship includes a welcome and an orientation. Staff members and corresponding departments will be introduced. NAC's policies and procedures will be discussed briefly, as well as an overview of the internship. You will also be filling out several forms and waivers, so please bring important documents, such as driver's license, social security card, or passport. The first day will also include a fun activity, so please wear comfortable clothes and be prepared to go outside. Lunch will be provided.

## Directions to the National Ability Center

### **MAIN OFFICE**

From I-80: Take Hwy 40 off I-80. Park City is exit 4 off Hwy 40. Turn right off the exit ramp. Your first right is the private drive to our facility.

From Highway 40: Take exit 4 off Hwy 40. Turn left off the exit ramp. Your first right is the private drive to our facility.

### **SKI CENTER**

From I-80: Park City is exit 345 off of I-80, at Kimball Junction. From Salt Lake, go right off of the exit ramp. From Cheyenne, bear left off of the exit ramp. You are now on Rt.224. Go straight on Rt.224 approximately 6 miles into town. At your third in town traffic light (just past Albertsons) you will see a sign for the Park City Mountain Resort on your right. Turn right at the light, by Cole Sport. And then...

From Highway 40: Park City is Exit 4 off of Hwy 40. Follow the signs to Park City. You will be on Rt. 248 which turns into Kearns Blvd. You will take Rt.248 until it ends at a "T" in town. At the "T" you will take a left onto Rt. 224. At your first light on Rt. 224 you will take a right. There is a sign for Park City Mountain Resort. And then...

Go up the hill and bear to the right. Take your first left. Proceed to the stop sign and go straight. There will be a parking lot on your left. Park there. Go up the stairs next to the bus loop and go to the left of the skating rink. Go straight past Cole Sport and Clay Chalet on your left. The National Ability Center will be on your left in a brown, double-wide trailer on the edge of the ski slopes!

## **What to Bring**

Interns with the National Ability Center participate directly in all program areas and need to be prepared with appropriate and functional equipment and attire. You DO NOT, however, need state-of-the-art equipment, but it should be functional. Borrowing or sharing equipment such as a tent, may be an inexpensive alternative considering you will only be required to use it two or three weeks of the summer. A refrigerator is available at the Center, but for cycling outings, outdoor education trips and horseback riding lessons a cooler is recommended for your lunch.

### **HORSEBACK RIDING**

- Closed toed shoes (hard toed shoes recommended)
- Long pants
- Riding helmet (optional)

### **SWIMMING**

- One-piece swimsuit
- Towel

### **WATER SKIING**

- One-piece swimsuit
- Towel
- Wet suit (optional)

### **CYCLING**

- Bike, if you have one, otherwise a bike can be provided for program use only
- Helmet, if you have one, otherwise a helmet can be provided for program use only

### **OUTDOOR EDUCATION**

- Basic camping equipment - sleeping bag, tent and eating utensils
- Flashlight
- Warm clothes
- Items for on the river - windbreaker, swimsuit, nylon shorts, sandals with a strap

### **SKIING/SNOWBOARDING**

- Winter clothing and ski attire
- Ski/Snowboard equipment

### **CHALLENGE COURSE**

- Closed toed shoes
- Personal Harness and Daisy Chain (optional)

### **CANOEING**

- Water shoes
- Swimsuit
- Personal Flotation Device (optional)

### **CLIMBING WALL**

- Closed toed shoes
- Climbing shoes (optional)
- Personal Harness and Belay Device (optional)

### **ALL OUTDOOR ACTIVITIES**

- Protective eyewear
- Sunscreen
- Hat/Visor
- Water

## **Policies and Procedures**

### **ABSENCE OR TARDINESS**

While the National Ability Center is flexible with an employee's daily schedule, excessive absence or tardiness is not tolerated. Please call the office immediately if you cannot make a scheduled day. Program staff must be informed of any schedule changes as soon as possible.

### **ALCOHOL/DRUG USE**

Staff, interns, and volunteers may not consume any alcoholic beverages while "on duty" for the NAC at any time. "On duty" is defined as being responsible for the safety of participants and/or functioning in a decision making capacity.

In appropriate situations some staff may be placed "off duty" and may consume moderate amounts of alcohol with discretion. In order to be placed "off duty" the next scheduled "on duty" time period must be a minimum of eight hours after alcohol consumption. The supervisor of the activity or program will determine "off duty" status. There must be a minimum of two staff "on duty" at all times.

Staff will receive "off duty" assignments on multi-day trips only. On single day outings, all staff, interns, and volunteers are expected not to consume any alcoholic beverages.

All drugs except prescription drugs are prohibited at all times. Any person in violation of this policy is subject to immediate termination.

### **AUTOMOBILE USE**

The automobiles provided by NAC are for business use only. Return any vehicles clean and refilled with gasoline. Be aware that the van has disabled plates on it, but they should be used only when working with a program participant. Do not park in the disabled parking when running errands.

### **COMMUNICATION**

Communication should remain honest and up-front. Any problems or issues dealing with co-workers must be addressed to the specific co-worker or a supervisor if necessary.

### **COMPUTER USE**

There is a computer available for intern use. Please use this computer. Any personal projects using the computer should be completed before or after hours or during personal time. E-mail is available at the office but should only be used for work, school, or other related matters. For any questions please refer to computer contract.

### **EQUIPMENT**

Proper care of equipment is necessary to insure continued use. Equipment must be returned after use and damage reported or repaired.

## **PHONE USE**

Phone calls should be limited to NAC business especially during busy seasons or busy times of day. Personal phone calls are acceptable before or after hours or in emergency situations. Long distance phone calls should not be made from the office.

## **PRESS/MARKETING**

All press and media communications should be channeled through the Outreach Manager. Any flyers and promotional materials need to be approved by the Outreach Manager prior to final print or distribution. All sponsor communications need to be coordinated with marketing as well.

## **RESOURCE AND PROGRAM MATERIALS**

Resource and program materials must stay in the office. This allows others to access materials when needed and prevents loss. Use discretion when expending resources so that revenues can be returned to programs.

## **SAFETY POLICY**

All activity involves some type of risk. The balance between risk and safety becomes reasonable when skill, experience and support systems are added. The National Ability Center is dedicated to teaching skills to both participants and staff. Through continuous training efforts staff members and volunteers learn to create a safe and fun learning environment. It is the responsibility of each staff member and intern to be aware of risk management procedures for each program. Risk management procedures are included in each program manual. If you are unclear about any of these procedures please speak with the Program Coordinator or the Program Director.

## **TIMECARDS**

Time cards are used to document hours worked and are due every other week on Monday. Multi-day trips should be calculated as ten hours per day worked. Time required for transportation from home to the work site is not recorded on the time card.

## **SMOKING**

Smoking in the presence of participants and co-workers may be offensive to them. Smoking is prohibited in front of participants and in NAC buildings and vehicles. Smoking must be confined to designated outdoor areas.

## **CONFIDENTIALITY**

Any information obtained about an NAC participant or employee is to remain confidential. Any requests for information about a participant or employee (past or present), should be directed to the Office Manager or Executive Director.

## Contact Information

### TO APPLY FOR AN INTERNSHIP

Please send a resume and cover letter to:

Tracy Riddleberger  
Intern Supervisor  
PO Box 682799  
Park City, UT 84068

Deadlines for application are as follows:

|        |          |                             |
|--------|----------|-----------------------------|
| Summer | March 15 | Decisions made by April 1   |
| Fall   | June 15  | Decisions made by July 1    |
| Winter | Sept 15  | Decisions made by October 1 |

After your resume is received, the Intern Supervisor will contact you to schedule an informal phone interview. This will be an opportunity for you to ask any additional questions you may have about the internship, as well as discuss your strengths, interests, and experiences. At any point, if you have any questions about the internship, do not hesitate to contact the Intern Supervisor.

### GENERAL CONTACT INFORMATION

National Ability Center Ranch  
3351 Highway 248  
Park City, UT 84068

PO Box 682799  
Park City, UT 84068

Phone: 435-649-3991  
Fax: 435-658-3992

National Ability Ski Center  
1385 Lowell Avenue  
Park City, UT 84060

PO Box 682799  
Park City, UT 84068

Ski Center Phone: 435-940-1596  
Ski Center Fax: 435-950-1597

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[info@nac1985.org](mailto:info@nac1985.org)