



**Standish-Hickey State
Recreation Area
INTERNSHIP MANUAL**

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A Note from MAPA's Executive Director

Dear Students, Educators, and Fellow Professionals:

The Mendocino Area Parks Association is pleased to present our Internship Manual for your review and consideration. Within this Manual, you will find information on all of the opportunities our internship program offers. HSU recreation majors who are interested in gaining experience working with all aspects of State Park Management are encouraged to apply.

Students who choose to intern with us will:

- Gain experience working with a non-profit organization that is responsible for all aspects of park operations: visitor services, interpretation, and maintenance. In addition, there will be an opportunity to ride along with the CA State Park Ranger Staff.
- Gain valuable mentoring, leadership and feedback from experienced and qualified supervisory staff,
- Be given opportunities to create and implement new programs for park visitors,
- Accomplish all of this while living and working in a beautiful State Recreation Area.

We look forward to adding you to our staff and realize the valuable impact you will have in assisting us to improve the quality of our visitor's experience this summer.

Sincerely,

Jenny Heckerth

MAPA Executive Director

Welcome to Standish-Hickey SRA: Located on Highway 101 in the northwest corner of Mendocino County. Considered the southern gateway to the North coast Redwoods. The Eel River canyon winds through this stretch of Hwy 101, creating dramatic views of rushing water and deep pools with steep rock faces that give way to sloping hills covered in second growth redwoods and Douglas-fir.

The small town of Leggett is 1.5 miles to the south and Garberville is 22 miles to the north. Mendocino Counties' seat, Ukiah, with all the amenities of a larger town, is located 70 miles, or about 1 hour and 30 minutes, to the south.

A two mile stretch of the Eel River winds through the 1,012 acre park, creating excellent opportunities for recreational activities like swimming, tubing and fishing. The park features include:

- 161 Campsites
- Day use area
- Camp fire Center
- Swimming Holes
- Hiking Trails
- Hike and Bike campsites
- Old Growth Redwoods

Mendocino Area Parks Association (MAPA) Overview:

MAPA is a non-profit 501 (c)(3) corporation founded in 1984 to support education programs in our local State Parks. For over 30 years MAPA has provided funding and support for natural and cultural education programs, as well as park improvement projects in the CA state parks of Mendocino County. In addition, MAPA has operated Standish-Hickey State Recreation Area since 2012, saving the park from closure.

Mendocino Area Parks Association Mission Statement:

To inspire wonder, discovery, recreation, and stewardship of our natural and cultural treasures in the State Parks of Mendocino County.

History of Mendocino Area Parks Association:

In 1984, several local park rangers were concerned that funding was being cut for education/interpretation in our state parks. With this insight they set out to establish what is now known as the Mendocino Area Parks Association (MAPA). MAPA supported the operation of the Ford House visitor center in Mendocino Headlands State Park, provided funding for seasonal interpreters, interpretive publications and panels. Over the years MAPA took on the support of several visitor centers, including Van Damme, MacKerricher, and Elk/Greenwood Museum and Visitor Center. As the CA state park budget continued to suffer greater cuts each year, MAPA responded by raising funds to support park improvement projects, like the restoration of the Historic Ford House in Mendocino and the reroofing of the historic Spring Ranch barns in Van Damme State Park.

Standish-Hickey SRA Operation Overview:

In 2011, 8 out of the 15 state parks in Mendocino County were slated for closure, including Standish Hickey SRA. Because MAPA had completed the process to become a viable bidder as a non-profit park operator, the community surrounding Standish Hickey SRA approached MAPA and asked if MAPA could help to keep Standish open.

The decision by MAPA to put in the bid for the operation of Standish Hickey SRA was not done lightly. Standish-Hickey SRA is located inland near the northern border of Mendocino County, about an hour and a half drive from our offices on the coast in Mendocino. However, with encouragement from the Standish Community, and in spite of challenging logistics and virtually zero experience with park operations, MAPA decided to take a leap of faith. With considerable assistance from the CA State Parks Foundation, MAPA did the work necessary to take on the operation of a State Park campground. MAPA has now been successfully operating Standish-Hickey SRA since 2012. The group effort of community volunteers, MAPA board members and staff has become affectionately known as “Team Standish.”

MAPA employs 3 regular part-time employees and 4 additional seasonal employees at Standish-Hickey SRA. MAPA is responsible for administration, visitor services, maintenance, and interpretation. Interns will have the opportunity to observe and experience working in each of these aspects of park management. In addition, interns will have the opportunity to visit the CA State Park offices of the North Coast Redwoods District, Eel River Sector, meet state park personnel, and have a “drive along” with a park ranger.

For additional information about Standish-Hickey SRA and the Mendocino Area Parks Association, visit our website www.mendoparks.org

Intern Qualifications:

HSU requires that students have completed a minimum of 18 units of Recreation Administration courses with a C- or better and have their instructor's approval for enrollment in an internship at Standish-Hickey SRA.

In addition, to be considered as a candidate you must meet the following requirements:

- Have a strong work ethic, be highly motivated, maintain a positive attitude, be enthusiastic, self-motivated, willing to take on new challenges and experiences, and adaptable to change.
- Be able to work outdoors in the summer sun.
- Be physically fit for hikes and maintenance activities
- Agree to follow the MAPA's policies and procedures.
- Communicate clearly both in verbal and written communication
- Maintain good working relationship with the Park Operator, the Park Manager, fellow interns, park workers and visitors.
- Have a valid U.S. driver's license.
- Have the ability to perform, as necessary: physical labor, lift 40 pounds, stoop, crawl, stretch and work at an elevated height.

Selection Process

- Completion of an interview. On site is preferred but telephone interviews are acceptable for out of the area candidates.
- Confirmation from faculty advisor of the institution's acceptance of internship placement is required. A conditional offer will then be made.
- A Livescan with the Sheriff's Department must be successfully completed prior to start date.

Intern Guidelines

Our Internship Program offers students the opportunity to observe and work in each of the following areas of park management:

- **Administration** - MAPA's administrative offices are located upstairs in the historic Ford House Visitor Center and Museum. Students will have the opportunity to visit the Mendocino office and work with the administrative staff.
- **Visitor Services** - including the entrance station kiosk, camp checks, learning Campground database, shower coin collection, and providing accurate visitor information.
- **Maintenance** - including regular servicing of the restrooms, upkeep of campsites and day use areas. Special park improvement projects will be in progress as well.

- **Interpretation** - including campfire programs, guided walks, and Junior Ranger programs.
- **Ca State Parks** – Ride along with State Park Ranger.

Project or Unique contribution: Working together with the Park Operator and/or Park Manager, the student will develop a project or participate in a function of MAPA that extends beyond the daily responsibilities of the internship. This project or unique contribution must be approved by the course instructor by the 4th week of the internship. Examples include, but are not limited to, the development of a new program, establishment of a social media presence, research (park usage trends) or submission of a grant.

Criminal Background Check

The Mendocino Area Parks Association requires that a criminal background check (LIVESCAN) be run on all employees and interns. There is no cost to the intern for this. Only interns that are offered positions will have a criminal background check processed. If there are issues that arise from this background check, the individual internship supervisor will make contact with the intern. Internships are not secured until the background check is approved.

Compensation

A stipend of \$100 per week (before taxes) is paid bi-weekly, to students interning 25 to 30 hours per week.

Housing

Team Standish is currently refurbishing four rustic cabins located in the park, and plans to offer this housing benefit as part of the compensation package. In addition to the residential cabins, there is also a bath house with hot showers and a kitchen cabin that would be shared with other interns in the program.

Transportation

It is the intern's responsibility to provide his/her own transportation to and from internship sites.

Duration of Internship

Summer Season 2016: mid-May through mid-August (Exact dates to be determined)

Internship Goals

The goals of this internship program are to provide a quality learning experience to future recreation professionals, thereby helping to ensure stewardship of our parks. By having a

successful internship experience, the intern will gain valuable experience with which to enter the field with the confidence and skills needed to succeed.

MAPA, University and Intern Responsibilities

Mendocino Area Parks Association Responsibilities

The MAPA Executive Director (Park Operations Director) assumes leadership for the guidance of the intern. The Operations Director, along with the Park Manager, will ensure the intern has the necessary exposure to tasks related to their assignment so as to provide the greatest opportunity for his/her professional growth.

This will be accomplished by

- Orienting the student to the role he/she will assume
- Assigning responsibilities and duties, including a work schedule, that are consistent with the educational needs of the intern
- Assisting the student in the planning, execution, and evaluation of his/her role both as a staff member and as an intern

University Responsibilities

The college/university advisor will coordinate with MAPA and Team Standish to ensure their educational requirements are met. The student's advisor will review the intern's project plan and ensure that it meets the prescribed course of study requirements. Additionally the advisor will stay in communication throughout the intern's session to better facilitate the exchange of information and keep the student's requirements in line with MAPA's needs.

Intern Responsibilities

MAPA will assist the intern in learning as much as possible from the parks and recreation profession. As a representative of MAPA, all interns are expected to:

- Conduct himself/herself in a professional manner
- Wear clean, presentable and appropriate clothing for various tasks
- Communicate regularly with his/her supervisor
- Complete all paperwork in a timely manner
- Notify his/her supervisor in advance of any anticipated absence from work
- Ask questions if in doubt
- Be friendly and courteous
- Not engage in, or advertise, personal or other business while on duty as an intern
- Not engage in duties that they have not been given clearance to perform
- Maintain confidentiality of visitor or coworker information and data
- Show initiative and creativity by offering ideas and suggestions for improvement.

HSU Internship Five Course Requirements:

- 1) HSU Student time Log
- 2) Weekly reports
- 3) Supervisor Evaluations (mid & end)
- 4) Project
- 5) Summative reflection of internship experience.

Policy and Procedures

Orientation

Upon arrival for the internship, the intern will participate in an orientation of the Park. Program Supervisors will orient interns to tasks, assignments and the program area within the first week of assignment.

Supervision

During the internship MAPA's Executive Director and the Standish-Hickey SRA Park Manger will monitor the progress of the intern which includes mentoring and acting as a liaison to both the intern supervisor and the school. This monitoring process will help solve problems quickly, should they arise, and provide MAPA with information needed to continually develop and maintain the internship program.

Evaluation

MAPA will be following HSU's evaluation process

MAPA Standish-Hickey SRA Pilot Internship FAQ'S

1. Where can I find out information on the pilot internship program being offered by the Mendocino Area Parks Association? Information about available internship positions can be found through HSU's Kinesiology and Recreation Administration Department. You can also call the MAPA office at 707-937-5397

2. How do I apply?

Applicants should contact:

Geneviève Marchand, PhD

Assistant Professor

Kinesiology and Recreation Administration

KA 338

[\(707\) 826-4591](tel:(707)826-4591)

3. Should I expect a call from the Mendocino Area Parks Association?

- Not all applicants will receive an interview. However, we will let applicants know that they have not been selected for an interview so students can pursue other internships.

4. What is the special project?

- The special project is required for all HSU interns, with a few exceptions, each semester. The interns work one-on-one with the Park Operator or Park Manager to develop a special project. Each project should take approximately 20 hours to complete, outside of their normal position duties, and is done under the direction of appropriate park staff.

5. Is housing available for interns at Standish-Hickey SRA?

- MAPA is refurbishing some rustic cabins located within the park. There is a nearby bath house with hot showers and a kitchen cabin with stove and refrigerator.

6. How many interns will MAPA host for this pilot program?

- During the summer of 2016 our goal is to host between 1-4 interns.

7. Is this a paid Internship?

- MAPA will provide the intern with a \$100 weekly stipend paid bi-weekly