



# Internship Description

Colorado Office:  
1315 Nelson Street Unit 1  
Lakewood, CO 80215  
Phone: 303.679.2770

Illinois Office:  
11333 Addison Avenue, Suite 200  
Franklin Park, IL 60131  
Phone: 303.679.2770

---

<b>Working Title:</b>	Program Intern – Colorado or Illinois
<b>Supervisors' Name(s):</b>	Chelsea Elder - Executive Director, Greg Zbrzezny - Chicago Program Director, Gwen Burkett - Denver CTRS Supervisor
<b>Supervision Received:</b>	Training and support related to adaptive recreation processes, techniques, equipment, program specific modifications and safety issues, instruction, participant engagement, administrative procedures, and therapeutic documentation (CTRS interns only).
<b>Client Population:</b>	Program participants (individuals with physical disabilities) youth, adults, veterans and military service members; community members; board members; volunteers; donors; contractors; nonprofit partners; and the general public.
<b>Unit Description:</b>	Adaptive Adventures is a 501(c)3 nonprofit corporation that provides sports and recreation opportunities for people with physical disabilities. The corporate headquarters is located at 1315 Nelson Street Unit 1 Lakewood, CO 80215.

## Summary Statement

Under general direction of the Intern/CTRS Supervisor and Program Coordinator(s), an intern will provide support to adaptive recreation programs, including preparation, instruction, implementation, and closure. Interns will also have the opportunity to assist with administrative functions of the organization. General recreation internships are available at the Illinois or Colorado locations. CTRS internships are only available at the Colorado location.

## **Program Operations and Support (65 - 70%)**

Adaptive Adventures offers recreational adventure programs that support individuals, local groups, organizations, and events nationwide with offices in Colorado and Illinois. Individual program coordinators specially trained in their activity ensure high quality participant experiences. Programs offered by Adaptive Adventures include adaptive cycling (including hand-cycling), flat and moving water kayaking, paddle boarding, sailing, rock climbing, waterskiing/wakeboarding, dragon boat racing, with additional programs offered in rafting and scuba diving.

Interns will be expected to:

- Work in a professional manner with superiors, participants, other industry professionals and organizations.
- Provide essential services to participants to ensure high quality recreational experiences including, but not limited to, equipment fitting, instruction, proper equipment use, and safety considerations.
- Assist with activity and event setup, implementation, closure, and clean up. This type of work often requires loading and unloading equipment into and out of trailers.
- Work a flexible schedule that includes days, nights, and weekends. Some programs may encompass multiple days and require extend work sessions.
- Travel with Program Coordinators to various event sites or arrange personal transportation to the site.
- Assist with equipment maintenance, repair, inventory, and recommend new adaptive design ideas, as appropriate.
- Collect and review event documents including registration, waivers, and event logs.
- Interns may have an opportunity to work in partnership with the other regional programs on special joint activities.
- \*CTRS Only\* Practice proper therapeutic documentation i.e. initial assessments, goals and objectives, progress/soap notes, and discharge summaries.
- \*CTRS Only\* Learn to facilitate leisure education with an emphasis on therapeutic benefits.



# Internship Description

Colorado Office:  
1315 Nelson Street Unit 1  
Lakewood, CO 80215  
Phone: 303.679.2770

Illinois Office:  
11333 Addison Avenue, Suite 200  
Franklin Park, IL 60131  
Phone: 303.679.2770

## Administrative Support (25 - 30%)

Adaptive Adventures requires strong administrative support to carry out the daily operations and services of the organization. An intern will have the opportunity to work on a wide variety of administrative tasks such as:

Interns will be expected to:

- Respond to and/or refer a high volume of calls and/or emails and/or visitor inquiries; solicit sufficient information to take proper action or facilitate proper referral.
- Provide word processing support; perform mailings as needed.
- Help maintain and update the Adaptive Adventures NeonCRM database.
- Promote Adaptive Adventures at programs, events, and outreach opportunities.
- Assist with data collection used for reports, grant applications, and statistical analysis.

## Special Project (10%) - if applicable

Many colleges and universities require their students to create a special project as part of their internship. At Adaptive Adventures we work closely with the student to develop a project that is mutually beneficial for the student's educational needs and needs of our organization.

## Required Experience, Skills, Knowledge and Abilities

Due to the nature of the services provided to our participants, as well as the advanced educational opportunities available in our internship, our selection criteria include the following:

- Personal motivation and a strong desire to interact with people of all abilities, able-bodied and physically disabled.
- A passion for the benefits of adventure and recreation as lifestyle activities.
- A strong work ethic and personal integrity to see things through to the end.
- Ability to exercise discretion and sound judgment in dealing with confidential and sensitive issues and materials.
- Excellent listening, verbal, interpersonal, and instructional skills to interact effectively with diverse groups of participants, volunteers, staff, board members, donors, and the general public.
- Knowledge of, and comfort with, the following adventure recreation activities and associated equipment: cycling, paddling and climbing. (please note: Adapting the equipment and activities to accommodate individuals with physical disabilities will be taught.)
- Ability to research and analyze information, make appropriate conclusions and responses, and/or make appropriate referrals.
- A working knowledge of both hardware and software systems including Microsoft Office (Word, Excel, etc.).
- Excellent organizational, writing and editing skills.
- \*CTRS Only\* University student, eligible to begin their internship to qualify for the NCTRC exam.

## Preferred Experience, Skills, Knowledge and Abilities

- Knowledge of adaptive sports and recreation.
- Experience working with individuals with disabilities.
- Experience instructing and leading events in our core sports of cycling, paddling and climbing.
- Knowledge of nonprofit organizations, procedures, resources and processes.
- Experience performing related administrative and general office duties in an executive office environment.

## Terms & Deadlines

- |                               |                              |                            |
|-------------------------------|------------------------------|----------------------------|
| • Spring (January – April)    | Application Due: September 1 | Selection Made: October 1  |
| • Summer (May – August)       | Application Due: January 1   | Selection Made: February 1 |
| • Fall (September – December) | Application Due: May 1       | Selection Made: June 1     |

To apply, please send your Application, Resume, and Cover Letter to:

Illinois – [greg@adaptiveadventures.org](mailto:greg@adaptiveadventures.org)  
Colorado – [gwen.burkett@adaptiveadventures.org](mailto:gwen.burkett@adaptiveadventures.org)