



COACH Program

Internship Guide

**COACH stands for Creating Opportunities for ACHievement - in sports ... and in life. This program is a result of support from the Gibney Family Foundation (TGFF), whose mission is partnering with others to develop sustainable resources for organizations that foster independence, primarily for those who are blind.*



ABOUT THE NATIONAL ABILITY CENTER

MISSION

The National Ability Center empowers individuals of all abilities by building self-esteem, confidence, and lifetime skills through sport, recreation, and educational programs.

VISION

Inspire individual achievement and create a global impact for people of all abilities.

CORE VALUES

The following core values establish the foundation of the National Ability Center:

Integrity – We deliver honest and consistent actions with respect and commitment to high ethical and responsible business practices.

Innovation – We use new ideas and methods to improve programs, processes, and our organizational model. This creates higher value for stakeholders and leads to new dimensions of service.

Compassion – We embrace a sense of spirit characterized by empathy and care while fostering a sense of belonging. We offer an inclusive and safe environment that treats others with the highest degree of respect, dignity, equality, and trust.

Excellence – We believe in continuous improvement; expecting more than others think is possible and never being satisfied with anything being less than it can be. It is quality as a way of life.

Resilience – We perceive challenges as opportunities for growth that benefit stakeholders and that keep pace with the evolution of our organization, community, and global network.

Balance – We invest in the development of people, programs, and resources. Together we support the sustainability and growth of our organization while nurturing an environment that fosters the ability to live and work with purpose and enjoyment.

THE NEED

Nearly 1 out of 5 Americans have a disability and their capacity to live life fully and productively is a daily challenge:

1. Existing services are scarce and this prevents them from being fully-engaged, self-sufficient and contributing members within society. Only half of adults with a disability are employed.
2. Enormous financial hurdles, social barriers, and limited access to medical care prevent them from thriving within existing society.



3. Families are very often left out of the healing equation. When families do not experience their family members with disability as able-bodied, there are emotional and practical barriers to opportunities for healing and change.
4. Vulnerability to feeling powerless results in increased rates of depression, isolation, and secondary health issues related to inactivity and lack of social acceptance. Disability is one of the main causes of depression, especially among accident victims, senior citizens, and children born with disability.
5. America's growing baby boomer population will see dramatic increases in the rates of disability as the result of mounting occurrences of diabetes, obesity, and age-related health issues.
6. The system of care is ill-prepared for two emerging groups with sharply increasing incidents:
 - Wounded Warriors: Physically and emotionally injured military service members who are transitioning from active duty to civilian and family life. The number of Wounded Warriors created out of U.S. military conflicts since 2001 is now in the hundreds of thousands.
 - Autism Spectrum Disorders: Persons with a range of social and communicative abnormalities, limited tolerance to environmental changes, severely restricted interests, and highly repetitive behavior. Autism is more common than childhood cancer in American children.

WHO WE SERVE

Since 1985, the National Ability Center has grown to serve 2,200 participants annually with more than a 100 different types of disabilities including orthopedic, spinal cord, neuromuscular, visual and hearing impairments, as well as cognitive, emotional, and developmental disabilities. Participants come from all socio-economic backgrounds and range in age from young children to aging adults.

HOW WE WORK

The National Ability Center aims to help individuals with disabilities live more complete and integrated lives by the following:

- Providing nurturing yet challenging programs led by professional, accredited and knowledgeable staff members.
- Maintaining sustainable partnerships with over 50 non-profit organizations that are committed to improving the lives of the individuals with disabilities including: Disabled Sports USA, Professional Association of Therapeutic Horsemanship, Special Olympics, US Paralympics, Utah School for the Deaf and Blind, Adaptive Sports Association, Aging & Disability Charities of America, The Gibney Family Foundation, Park City Mountain Resort, Richard E. & Nancy P. Marriott Foundation, J. Willard and Alice S. Marriott Foundation, Utah Ski and Snowboard Association and the Wounded Warrior Project.
- Blending adaptive recreational and occupational and physical therapies with sports instruction and achievement through programs such as the Ropes Challenge Course, Hippotherapy, alpine skiing, and cycling.
- Producing a positive shift in public perception of individuals of all abilities by creating extraordinary role models and leaders within our communities.

WHY OUR MISSION MATTERS

The National Ability Center, a global leader, provides more than a dozen adaptive recreational activities specifically designed for participants with varied limitations and supported within a nationally-recognized and fully-accessible facility. We are committed to meeting the current and emerging needs of our local community, state, and nation by the following:

- Designing sustainable programs for people in need such as Wounded Warriors, veterans, and their families in an effort to promote physical and social wellbeing, and successful reintegration into their military, home, or community families.
- Assisting individuals with disabilities to end their social isolation and empower them to become contributing members of society through family strengthening and life skills development.
- Helping the world see individuals with disability not as disabled but as “differently-abled”.

Serving as role models and sharing proven practices to give individuals with disabilities the skills, confidence, and attitude necessary to achieve their most fulfilled life.

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 people with disabilities 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.

The National Ability Center 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. The National Ability programs assist individuals with disabilities in setting leisure goals and learn how to access community resources, while learning soft skills That support 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 AND ACTIVITIES

- **SPORTS AND RECREATION**

Alpine Skiing and Snowboarding

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 other Utah ski resorts (The Canyons and Deer Valley) 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 National Ability 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 rent adaptive sports equipment for use.

Skiing and snowboarding are available during Park City Mountain Resort’s winter season. Lessons include a lift pass and adaptive equipment.

Archery

The Archery Program provides beginner and intermediate archery lessons on our outdoor range at the Bronfman Recreation Center and Ranch. Archers learn equipment terminology, proper shooting form and aligning techniques. If you have always wanted to try archery, this is the place. Friends and family are welcome to join lessons for a fun group activity

Aquatics

Designed for beginning and intermediate swimmers, aquatics is a year ‘round program. 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."

Challenge Course

Our program offers many levels of challenge which are customized for each participant or group we host.

Many of our challenges utilize our high ropes course and test an individual's inner strength while other challenges, such as our team-building programs, are geared towards discovering both the team's ability to work together and each individual's leadership ability.

Climbing Wall

Our thirty-two-foot climbing wall can accommodate climbers of all ability levels from beginner to advance. With seven separate top ropes and a variety of angles to climb, there is plenty of opportunity for personal challenge. We also offer the climbing wall as part of Adventure Learning and for private bookings. The climbing wall is available to lease for special occasions including birthday parties, staff retreats, family reunions, and school groups (10 person minimum).

Cross Country Skiing, Biathlon and Snowshoeing

This program provides a chance for individuals with physical, sensory and cognitive disabilities, and their families, to participate in Nordic skiing, biathlon and snowshoeing at various skill levels while having fun. Smooth aerobic movements and fresh mountain air will fill you with a sense of freedom and exhilaration. Beginner to expert classical and skate track, and sit -ski participants can glide on groomed trails around the National Ability Center's facility.

Sit Skiing: This is an excellent cross training sport for building upper body strength and/or to enjoy the beautiful winter landscapes.

Biathlon: Biathlon is an exciting sport requiring a certain level of fitness and steady aim. The sport consists of alternating skiing and shooting. Come out this winter and try your hand at this emerging adaptive sport!

Snowshoeing: Enjoy a winter hike in the fresh mountain air from the more stable base of snowshoes. Take in the peaceful scenery while working to improve your physical fitness level, balance and spatial awareness.

Cycling

Cycling and hand-cycling are life-long skills and sports that promote mainstream participation in a recreational world enjoyed by thousands of 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 abilities participate in each ride and family members and friends are also encouraged to come along.

Equestrian

The National Ability Center is a PATH accredited facility and most of our staff are PATH certified instructors. The National Ability Center's Equestrian Programs offer group and private lessons with specially trained and nationally recognized instructors. Individuals of all ages with a variety of disabilities take part in these programs. Depending on level of ability, participants learn basic grooming and horsemanship skills. These skills are fundamental to the experience. A rider works on exercises to develop strength, coordination, balance and self-confidence. Horseback riding trains multiple muscle groups and

promotes natural and rhythmical movement.

In addition to adaptive lessons, the National Ability Center offers Hippotherapy treatment sessions, delivered by a Licensed Physical or Occupational Therapist, or Speech Language Pathologist; and Equine Facilitated Learning, conducted through groundwork with a number of horses.

In all of the Equestrian Programs, the human/horse connection can help form an unconditional bond between horse and participant, which has been shown to improve an individual's sense of well-being.

Paddle Sports: Canoeing, Kayaking. Stand Up Paddleboarding

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

Sledge Hockey

Sledge Hockey is a high energy, rowdy and incredible fast paced game, and can be enjoyed by people of all ages and abilities. It is played in a sled on two blades, with rules very much like ice hockey.

CAMPS

We offer camps year 'round for people of all ages and 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, paddle sports, cycling, climbing, horseback riding, the challenge course, arts and crafts and activities that build friendship. Yoga and a sensory garden are additional programs offered at camp.

GROUPS

The National Ability Center offers multifaceted experiential learning and adaptive recreation programs suitable for a wide range of individuals. Schedules are individualized to meet the needs of each group, and are appropriate for school groups, families, corporate retreats and many other groups. Our programs offer many levels of challenge which are customized for each participant or group we host. Many of our challenges utilize our high ropes course and test an individual's inner strength while other challenges, such as our team-building programs, are geared towards discovering both the team's ability to work together and each individual's leadership ability.

MILITARY

Through a partnership with the Wounded Warrior Project, we are offering Health & Wellness Retreats and individual activity opportunities for U.S. Service men, women and their families. Service members can look forward to addressing topics and activities designed to develop and encourage cohesion and incorporate healthy living practices back in to their daily lives.*

Activities can include: Equine Facilitated Learning (EFL), Archery, Cycling, Skiing, Snowboarding, Nordic Skiing, Biathlon, Snowshoeing, Sled Hockey, Climbing Wall, Team Building, Challenge Ropes Course, Aquatics, Yoga, Guided Imagery, Meditation, Nutritional Counseling and more!

Programming fees and accommodations during retreats are waived for OEF/OIF/OND wounded Service Members and their immediate families.

COMPETITION PROGRAMS AND EVENTS

In addition to recreational program, we offer competitive programs as well. We offer training and competition opportunities for the following programs: alpine skiing and snowboarding, archery, cycling, para dressage and sledge hockey. Our equestrian and alpine skiing programs also compete in Special Olympics.

INTERNSHIPS

COACH INTERNSHIP

COACH Interns will be working with participants with disabilities to ultimately create a paradigm shift in recreation sports – altering its purpose from that of simple mastery of a sport or engagement in some form of physical activity - and create a gateway to self-sufficiency and empowerment. Interns will have the opportunity to introduce and blend “soft skills” or life skills into outdoor recreation engagements that will help to establish a positive shift in each participant’s ability to translate success in sports to success in life.

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 COACH 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 COACH 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. Provide the intern with a variety of leadership opportunities including consultation with leadership and life coaches outside of the organization and visit from a successful sports or industry leader who is living with a disability as a speaker.
5. Interns will receive an award stipend after the completion of their internship.
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 NAC staff member, while performing various job tasks as outlined by the COACH Program Outline. . Based on experience, the intern may also serve in a leadership role, as an activity/program leader or project/committee head.

Interns Qualifications:

Good physical condition
Experience or interest in one or more programs
Positive Attitude and willingness to learn

Intern Responsibilities

PRE-INTERNSHIP RESPONSIBILITIES

1. Respond to internship offer with acceptance letter acknowledging:
 - beginning and ending dates
2. Receive and fill out appropriate paperwork

DURING THE INTERNSHIP

1. Create a statement of expectations (goals, what are you looking forward to ect.)
2. Attend appropriate training sessions and clinics for specific programs
3. Participate in all facets of agency operation as directed by supervisor
4. 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 (optional)
5. Complete assignments as given by supervisor(s)
6. Attend weekly intern meetings
7. Participate in community outing
8. Participate in program and internship evaluations
9. Meet with at least one person outside of the National Ability Center who is a successful sports or industry leader living with a disability.
10. Have FUN!

Internship Timeline

Internship Experience: A minimum of nine weeks is required in which the intern works ten to forty hours 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. 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 COACH philosophy in our programs. Mid-term evaluation.

Weeks 8-10: Transition into more program leadership roles, if appropriate. Continue weekly intern meetings. Prepare projects and presentations. Final Evaluation

Preparation for COACH Final Evaluation

Each intern will be given the opportunity to gain experience in the job tasks and knowledge areas of a COACH trained staff member, as outlined by the NAC COACH Philosophy manual. 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

Agency and COACH Service Plan

A minimum of 16 hours of leadership skills and training will be incorporated into the COACH program.

Assessment for COACH philosophy application

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. Identify the participants best style of learning, understand the participant's intellectual capacity or developmental stage and assess the unique physical and emotional needs of the participant.
4. Record pertinent personal information and observations.
5. Analyze and interpret results from assessment procedures, for use in program planning.

Individualized COACH 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 COACH Services

1. Implement individualized program plan
2. Establish and maintain relationship with the participant.
3. Create and maintain a safe and supportive environment.
3. Collect and document significant information regarding the implementation process.
4. Act as a coach and facilitator in the delivery of COACH programs.

Evaluation of Individualized Intervention Planning

1. Monitor and record 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 develop and record goals.
2. Complete program 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 end of program feedback to individual participants and/or relevant family members

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 and COACH philosophy, through marketing and public relations activities.
3. Advocate for rights to full participation in recreation and leisure

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.

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

*Meeting times are subject to change.

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 ½ 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: 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 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 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 or shorts and tank
- Towel

WATER SPORTS

- One-piece swimsuit or shorts and tank
- 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

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 and hat/visor
- Sunscreen
- Water

POLICES 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 program manager and intern supervisor 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. **Staff may rent equipment after completing the rental agreement.**

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. Please do not use your cell phone during programs.

PRESS/MARKETING

All press and media communications should be channeled through the Marketing Director. Any flyers and promotional materials need to be approved by the Marketing Director 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 Intern Supervisor or the Program Director.

TIMECARDS

Time cards are used to document hours worked and are due every other week on Monday. Time required for transportation from home to the work site is not recorded on the time card. Please turn in your timecard to the intern supervisor.

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 Program Manager, Office Manager or Executive Director. Do not use full names when discussing participants or share participants forms with anyone other than employees.

FACILITIES

Interns may be in the building before or after hours. Intern staff must receive training and understand how to open and lock up the building.

ADDITIONAL POLICIES AND PROCEDURES

You will receive additional handbooks at program specific trainings during your first week.

CONTACT INFORMATION

TO APPLY FOR AN INTERNSHIP

Please send a resume and cover letter to:

COACH Intern Supervisor
PO Box 682799
Park City, UT 84068
Info@DiscoverNAC.org

After your resume is received, the COACH 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 COACH Intern Supervisor.

GENERAL CONTACT INFORMATION

National Ability Center Ranch

1000 Ability Way
Park City, UT 84068

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

www.DiscoverNAC.org
info@DiscoverNAC.org

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