

SUMMER RECREATION INTERNSHIP

Alexandria Milne

*BSPA Environmental
Management*



ABOUT ME



Recreation Intern

Indiana University Alumnus

Born and raised in Munster, IN

OVERVIEW

- Touch a Truck
- Summer Enrichment
- Summer Camp
- Pint Size Camps
- Music Events
- Community Market
- British Soccer Camp
- Grape Escape
- Keen-Agers
- General Office Work
- Odds & Ends



Touch a Truck

- Contacted Businesses (16)
 - 5 New Businesses
- Contacted Sponsors (2)
- Coordinated Parking
- Acted as On-Site Contact
- Contacted Volunteers (5)
 - They ended up at Ride a Bike
- Created Evaluations
- Tried to contact 9 more businesses with no response
- Created Work Request & Planned for Parking Lot Block Off
- 300+ Attendees at this year's event
- New Sensory Friendly 9:30-10:00



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Summer Enrichment

- Interviewed Aides
- Purchased Materials
- Sorted Donations
- On-Site Assistance
- Put Together Supplies
- Taught
- Created Parent & Teacher Evaluations



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Summer Camp

- Researched Games & Crafts
- Digitized Schedules
- Retrieved Child Disciplinary Waiver Signatures
- Transportation of Swim Lesson Participants
- Coordinated Guest Speaker from Humane Indiana



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Pint Sized Camps

- Created Lesson Plans
- Purchased Supplies
- Helped Set Up
- Contacted Aides
- Acted as Contact For Problems
- Created Promotional Flyer
- Created 2020 Titles & Descriptions



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Summer Concert Series & Music in the Park with Arts

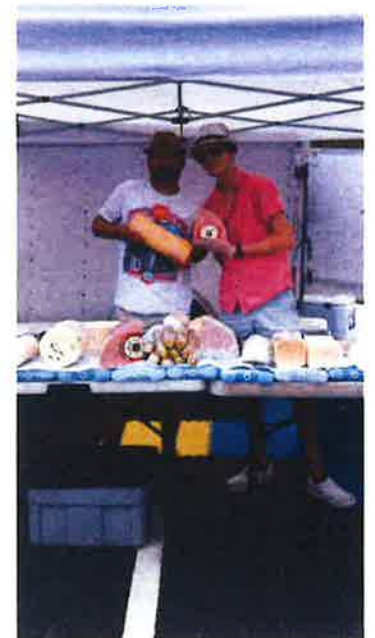
- Assisted Donna at Rosie & the Rivets
- Ran The Messengers concert on my own
 - Did Set-Up & Acted as Day of Contact
- Passed out Informational Flyers
- Made Announcements at both events
 - Art Vendors, Band, Performers, etc.
- Worked together with People's Bank & Historical Society for a successful event



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Community Market

- Set up
- Pictures
- Organized the binder for Market Managers
- Assisted Market Managers



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British Soccer Camp

- Equipment Delivery
- Correspondence
- Pictures
- Point Person



Keen-Agers

- Newsletter
- Trips Departure
- Cancellations
- Opening the Social Center
- Bringing Coffee Supplies
- Attending Events



Grape Escape

- Contacted Wineries (70+)
- Contacted Food Vendors
- On-Site Work
 - Vendors, Registration, & Announcements



Office Work

- Coordination & Organization of everyday Recreation Summer Life
- Registrations
- Phone Calls
- Meeting Set Up
- Assisted Other Employees
 - Pool
 - Smash & Splash Camp Transportation
 - Food Vendors for Fireworks
- Class Cancellations by phone/email
- Fall Recreation Set-Up
 - Soccer Registration Forms
 - Creation of Classes
- Marketing Ideas for Dog Park bone & house plaques
- Looking forward to working the Movie in the Park





THANK YOU

Alexandria Milne