**Bend Park and Recreation Therapeutic Recreation**

**Intern Application Process**

Step 1: Complete an internship application based on the following dates:

(**Internship dates are subject to change slightly; Application postings and deadlines will not change.)**

* Fall Internship Dates: September 13- December 18 *(1 intern selected)*
	+ Application Posted April 15
	+ Application Deadline May 13
* Winter/Spring

Internship Dates: January 23-May 7 *(1 intern selected)*

* + Application Posted August 15
	+ Application Deadline October 1
* Summer Internship Dates: May 17- September 2 *(3 interns selected)*
	+ Application Posted January 1
	+ Application Deadline February 28

**Applications are available on the Bend Park and Recreation District website:** [www.bendparksandrec.org](http://www.bendparksandrec.org). Once on the website, the applications are located under the *Employment; Current Job Openings tab.*

Applications will not be accepted via email, fax, or postal mail. Applicants must apply through the NeoGov system.

Step 2: After application deadlines, interns selected for the interview process will be contacted within 10 business days to set up an interview time.

Step 3: After interview process is completed, applicants selected for the internship will be contacted.

Step 4: Potential interns will be required to pass a drug test, criminal background check, and obtain a 5-year driving history.

Step 5: Future interns will provide BPRD with any university/college contractual agreements if necessary.

Step 6: Official internship dates are selected and final contracts signed.

If you have any questions, please contact:

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