

# Wisconsin Park & Recreation Association

**Students: Develop Your Portfolio Now & Get Ahead!**



## **Portfolio Outline**

The portfolio is a working document that expresses each individual's strengths and professional competencies so each evaluation will be student based.

## **Resume**

A one to two page resume summarizing your experience in the park and/or recreation field.

## **Letters of Reference/Recommendation**

Attempt to have at least two references that can attest to your experience that will relate to park and/or recreation positions that you may apply for.

## **List of Relevant Courses**

List college and community courses, workshops, inservice sessions, etc. that you feel would be pertinent to the park and recreation profession.

## **Professional Work Experience/Volunteer Experience**

Gather samples of your work from field experiences, internship, volunteer service positions that you held in the field of aquatics, parks, natural resources, recreation or therapeutic recreation and place them under the following headings. This list is not meant to be an exhaustive list. This work shows to the person interviewing you the level of professionalism in which you operate.

- Program Plans, News Releases, Marketing Campaigns, Special Events
- Program Evaluations, Budgeting, Staff Scheduling, Thank You Letters
- Activity Plans, Flyers, Newspaper Clippings, Facility Development
- Survey development, Brochures, Direct Mailings, Program Promotion
- Leisure Assessments, Individual Leisure Plans, Staff Development
- Policy Formulations, Risk Management, Emergency Action Plans, Staff Orientation, Customer Service, Grant Writing

## **Memberships**

Memberships that you currently hold. Display the membership cards that you received.

- Wisconsin Park & Recreation Association
- National Recreation and Park Association
- National Intramural and Recreation Sport Association
- American Alliance for Physical Education, Health, Recreation and Dance
- American Therapeutic Recreation Association
- National Therapeutic Recreation Society
- Employee Services Management
- Resort and Commercial Recreation Association
- Armed Forces Recreation Society

## **Certifications**

Other certifications are strongly recommended. Listed are other recommended certifications. This list is not meant to be exhaustive.

- CPR
- First Aid
- Life Guard Water Safety Instructor
- Sport Official (Basketball, Soccer, Baseball/Softball, other)
- Baby Sitting
- SCUBA

### **Conference/In Service Attendance**

If you have gone to a conference, show some of the materials that you collected. It is a great way to show that you are active in the profession.

### **Other Skills**

Provide additional information in the portfolio that enables a potential internship site or employer to gain a further insight into your persona. Included in this section could be awards (academic, athletic, community service), scholarships received, volunteer service, or your own special skills and talents.

- Photography, Computer Graphics, Web Design
- Puppetry, Fitness/Aerobics, Horticulture
- Massage, Music, Singing
- Sign Language, Foreign Language, Weight Training
- Cooking, Initiative Games, Arts and Crafts
- Aquatics, Story Telling, Camping
- Backpacking, Hiking, Caching
- Canoeing, Spelunking, Fishing
- Hunting, Dance, Drama
- Leatherwork, Stress Management, Environmental Education
- Mountain Biking, Rock Climbing, Running
- Softball, Games