



## announces the **2025 Externship Program**

### NATIONAL RECREATION & PARK ASSOCIATION ANNUAL CONFERENCE

#### September 16-18, 2025 Orlando, FL

- For outstanding young professionals 35 years of age or younger.\*
- Reimbursable NRPA Conference registration, plus up to \$1,000 toward travel and expense reimbursement.
- Meet leaders in the field of parks and recreation.

#### APPLICATION INFORMATION

Applications will be available  
March 20, 2025  
[www.aapra.org](http://www.aapra.org)

#### APPLICATION PERIOD

with support materials -  
March 20 – April 25, 2025  
(12 midnight PT)

Set up an Account and Submit  
to complete an application to:  
<https://redbarn.submittable.com>

#### QUESTIONS?

**Bill Foelsch**  
AAPRA Externship Chair  
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973-326-7371

The Academy's Externship Program enables outstanding young professionals 35 years of age and younger in the parks and recreation field to interact with and learn from American Academy for Park and Recreation Administration members, and other individuals who attend the NRPA Conference and its associated meetings. Up to four Externs are selected each year, two of which are Ernest T. Atwell diversity externs.

Externs are paired with Academy members who serve as mentors during the NRPA Conference as well as past externs who serve as buddies and assist in making the most out of the experience. Externs may attend selected NRPA Conference meetings, socials, and educational sessions with their mentors or on their own. Mentors introduce Externs to their contacts and expand the young

professional's networks. After the NRPA Conference, Externs must write a brief evaluation report including:

- 1) an overview of activities they attended during Conference;
- 2) what they gained from the program; and
- 3) strengths and weaknesses of the program, including suggestions for improvement.

To fully participate in the program applicants should be prepared to make the externship experience a priority at the Conference.

#### EXTERN BENEFITS!

*Selected externs each receive:*

**1**

REIMBURSEMENT FOR THE 2025 NRPA ANNUAL CONFERENCE EARLY BIRD REGISTRATION AT THE NRPA MEMBER RATE AND UP TO A \$1,000 SCHOLARSHIP TO HELP COVER CONFERENCE EXPENSES AND/OR TRAVEL (*Detailed receipts must be submitted when requesting reimbursement.*)

**2**

A TICKET FOR THE ACADEMY'S ANNUAL BANQUET (IF HELD IN-PERSON)

Eligible applicants should submit an application form and supporting materials on-line no later than **Friday, April 25, 2025 (12 midnight PT).**

#### MINIMUM ELIGIBILITY CRITERIA

- Must be a current member of NRPA.
- Must be 35 years of age and younger\*, with a degree in parks and recreation or a related field.
- At least three (3) years of full-time experience in the parks and recreation field, or parks and recreation academia. Must be a full time-employee at an agency.
- Current position of at least the specialist or coordinator level with responsibility for program planning, administration, or supervision; or doctoral student.
- Involvement with state, regional and/or national park and recreation associations/societies, and related field organizations.
- Professional certification is preferred e.g., Certified Park and Recreation Professional (CPRP) or Certified Therapeutic Recreation Specialist (CTRS) or be a certified/registered professional under an approved certification/credentialing program.
- Previous Academy Externs are not eligible.

*\*Age as of the closing day of the NRPA Conference*

Extern Program Partner



Architecture | Planning | Aquatics | Interiors

## 2025 Externship Program

Sponsored by American Academy for Park & Recreation Administration Applicants are encouraged to review and use this worksheet prior to applying on-line at <https://redbarn.submittable.com>

PAGE 1

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE OFFICE: \_\_\_\_\_ PHONE CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NPRA MEMBERSHIP #: \_\_\_\_\_ Eligible for Ernest T. Atwell Diversity Externship?  YES  NO

### EDUCATION:

<i>College/University</i>	<i>Degree:</i>	<i>Major:</i>	<i>Year Earned:</i>
_____	_____	_____	_____
_____	_____	_____	_____

### FULL-TIME WORK EXPERIENCE: IN PARKS AND RECREATION OR RELATED FIELD

<i>Position:</i>	<i>Agency:</i>	<i>Dates:</i>
_____	_____	_____
_____	_____	_____

### DESCRIBE RESPONSIBILITIES OF YOUR CURRENT POSITION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL INVOLVEMENT:**

Membership and leadership positions held in local, state, regional, and/or national organizations. Give date(s), organization(s), and position(s) held. List your most recent experience(s) first.

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**PROFESSIONAL CERTIFICATIONS:** (check all that apply)

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> Certified Park and Recreational Professional (CPRP)                           | Expiration Date: _____ |
| <input type="checkbox"/> Certified Park and Recreation Executive (CPRE)                                | Expiration Date: _____ |
| <input type="checkbox"/> Certified Therapeutic Recreation Specialist (CTRS)                            | Expiration Date: _____ |
| <input type="checkbox"/> Certified Playground Safety Inspector (CPSI) Aquatics Facility Operator (AFO) | Expiration Date: _____ |
| <input type="checkbox"/> Other   | Expiration Date: _____ |

**ADDITIONAL REQUIREMENTS:**

- Up-to-date resume
- \* Two (2) letters of recommendation (one from the Director of your agency and one from a parks and recreation professional). If possible, letters of recommendation should not be from AAPRA Externship Committee members.
- Essay (Typed 500-600 words – 12 pt. Arial Font) indicating your motivation in seeking the Externship experience and how attending the 2025 NRPA Annual Conference will specifically help you achieve your career and personal goals. What do you plan to accomplish with the contacts you may make at the conference?

If selected as an AAPRA Extern for the 2025 NRPA Conference in Orlando, you agree to provide an evaluation report by email, no later than October 24, 2025, which will include:

- Overview of the activities in which you were involved during the NRPA Annual Conference
- What you gained from participation in the Extern program
- Your ideas about the strengths and weaknesses of the program, including suggestions for future improvement.

**SIGNATURE OF APPLICANT:**

**DATE:**

Optional Question: The Academy is committed to improving the diversity within the field of parks and recreation administration. You may choose to assist in these efforts by identifying what ethnic/racial group or groups apply to you:

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Applications and recommendation/support letters must be completed no later than **Friday, April 25, 2025**, online at the link as follows: <https://redbarn.submittable.com>

**QUESTIONS?**

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Extern Program Partner

