

RECREATION and PARK MANAGEMENT CAREER DEVELOPMENT CHECKLIST

Welcome to the Recreation and Park Management program within the Department of Recreation and Leisure Studies. The purpose of this checklist is to help “jumpstart” your career in recreation and park management. Keep in mind that career planning and career development are continuous processes that have already begun for you. Use this checklist to track your progress while here at ECU.

Freshman Year

- Meet with your ECU Career Center Career Coach (assigned to the College of Health & Human Performance) to discuss career interests and plans. Pick up a *Career Success Guide*
- Register with the Career Center to gain access to online resources
- Use career online exploration resources (OOH, ONET), job shadow, or conduct information interviews to better understand career fields of interest and build personal development strategies
- Volunteer or work part-time in your career field to build relevant work experience
- Write a resume and cover letter and have it critiqued by your Career Coach
- Make sure you are being advised by the College of Health & Human Performance Advising Center
- Strengthen academic interests and enhance abilities and skills through core and major courses; demonstrate excellent academic performance

Sophomore Year

- Take RCLS 2000, Introduction to Leisure Services, and get to know faculty in your department to learn more about career fields and possible graduate programs
- Work part-time and/or line up a non-credit summer internship in your career field to build relevant work experience
- Attend university career fairs and employer information sessions that relate to your career field of interest
- Update your resume and have it critiqued by your Career Coach

Junior Year

- Declare your major by completing the application and scheduling an interview with the RPM Program Director (see www.ecu.edu/rpm)
- Begin to research internship sites and possibilities
- Select elective courses that fit your personal development strategies and enhance your qualifications
- Research graduate school options if this interests you
- Seek leadership positions in extracurricular activities. Join career related student professional associations
- Develop a hard-copy or electronic portfolio of your best work for sharing with potential employers
- Update your resume
- Work part-time in your career field if time permits
- Line up references (ask permission) from faculty and work supervisors and develop a reference sheet
- Complete a practice “mock” interview through the HIRED program in the Career Center

(Over)

Senior Year

- Meet with your Career Coach to discuss your required internship options, career aspirations and job search plan
- Complete senior summary during a meeting with your academic adviser the semester *before* you take RCLS 4901 - Pre-Internship Seminar
- If applicable, apply to graduate programs according to established guidelines and deadlines
- Complete graduation requirements to ensure on-time graduation
- Update resume and cover letter and have it critiqued by your Career Coach
- Develop a “power greeting” to introduce yourself to employers during your internship and job search
- Practice your interviewing with more “mock” interviews in the Career Center
- Update references and reference sheet

HOW IMPORTANT IS YOUR RPM INTERNSHIP OR RELATED WORK EXPERIENCE. SEE FOR YOURSELF!

EMPLOYERS PREFER RELEVANT EXPERIENCE FOR NEW COLLEGE GRADS

New college graduates who have completed a relevant internship or cooperative education experience are preferred candidates when it comes to hiring, according to a survey by the National Association of Colleges and Employers (NACE).

More than three-quarters (76.3%) of employers taking part in NACE’s annual *Job Outlook 2009 Survey* reported a strong preference for college graduates with relevant work experience.

“Our studies show that in a poor economy, when employers do have jobs, they often look first to their own interns and co-op students,” says Marilyn Mackes, NACE Executive Director.

Job Outlook 2009, National Association of Colleges & Employers, 1/29/2009

Get involved with the ECU Career Center today for . . .

- One-on-one Career Coaching
- Resume and Cover Letter Critiques
- Practice Interviews
- Job and Internship Listings
- On-campus Interviewing and Employer Information Sessions
- Career Development Workshops and Presentations
- Career Fairs
- Career Development Technology 24/7
- HIRED Practice Interview Program

Get started now by . . .

- Scheduling a time to meet one-on-one with the HHP Career Coach
- Updating your resume so you can review it with your Career Coach
- Registering with the Career Center and using the “Pirate Jobs” database to search for internship sites and jobs (Go to www.ecu.edu/career. Click on “Pirate Jobs” on the left and complete your profile)