



# BURLINGTON PARKS RECREATION WATERFRONT

## **Summer 2016 Internship Opportunity** Parks Planning Internship

### **Brief Description**

Assist in daily activities supporting project development and management for BPRW. This is a part time, hourly paid position that will work on site at our Pine Street office. Additionally, there will be time spent on construction projects and in parks in all weather.

### **Anticipated Job Duties**

- Learn BPRW project development and management strategies and procedures
- Assist Project Coordinator and Parks Planner in project development including design development, site analysis, inter-department communications, permit applications, design/contractor communications
- Provide support in various ongoing projects such as project and materials research, materials library, GIS mapping, etc.
- Work with project partners on various design and construction projects
- Assist in telling the story of BPRW project work through written and graphic communication developed for social media, website, press releases, photographic logs, etc.

### **Qualifications**

The following items are requirements to be considered for the Parks Planning Internship:

- Architecture, Landscape Architecture, Planning or Urban Design major;
- Currently enrolled in a college or university;
- Good academic standing;
- And three or more years of study.

### **General Internship Goals**

BPRW has designed a student internship program dedicated to providing a comprehensive view of the work performed by Park & Recreation professionals. This experience will reflect what P&R professionals do on the job to ensure that the needs of the community are met. Our goal is to provide interns with the following opportunities:

- Gain practical experience in parks specific project design, management and construction.
- Understand the impact of Park and Recreation infrastructure and services on the community and how the agency operates in a municipal government setting.
- Understand and appreciate duties and responsibilities of BPRW personnel.
- Become involved in activities that will develop professional skills and foster professionalism.
- Develop a personal philosophy of park and public project design.
- Determine professional strengths and areas in which to grow/improve.
- Provide assistance to BPRW.
- Develop an understanding of organizational and administrative procedure.

**Work Schedule**

Interns will be required to work a 20-hour week that will not include holidays or weekends. Interns are not granted overtime or holiday pay, nor compensated for holidays.

**Application Processing**

Individuals who are tentatively offered an internship opportunity are required to complete a City Employment Application. Copies of the application are to be kept in an internal file for future reference. Prospective interns are required to pass all City of Burlington employment requirements which may include, but are not limited to, a criminal background check, a drug screening test, and a driver's license check. A prospective intern is not officially hired until successfully passing the City employment requirements.

**Performance Evaluations**

The Internship Coordinator is responsible for conducting performance reviews at the mid-point and completion of the internship. These reviews provide information that will allow interns to grow professionally and gain feedback regarding job performance, internship goals, and specific internship experiences.

**Application Closing Date**

March 18, 2016

**Tentative Duration of internship**

June 13 – August 12, 2016

**Compensation**

Intern will be offered an hourly rate between \$10-15/hour based on experience and potential to acquire academic credits.

**Reporting Intern Coordinator**

Jon Adams-Kollitz, Parks Project Coordinator

**Email Resume and Cover letter to:**

[jadamskollitz@burlingtonvt.gov](mailto:jadamskollitz@burlingtonvt.gov)

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