

POSITION TITLE: Park Planning and Design Intern

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Boulder Parks and Recreation

SUMMARY

Do you have happy memories of playing outside as a child? Do you have ideas for making parks more inclusive, sustainable, and teen-friendly? Come support the development of a new park and updates to existing parks. This position involves talking with children and youth to gather and analyze their ideas, as well as learning about the fields of landscape architecture, parks planning, and community engagement.

This temporary position with the City of Boulder is part of the Housing and Human Services 2023 Youth Internship Program. This six-week (or 120 hours) internship, sponsored by the Youth Opportunities Program. During the program, interns will work in their assigned city department, gain career skills, and attend professional development workshops and other learning opportunities with other program interns.

Pay for this position is \$20/hour

DUTIES AND RESPONSIBILITIES:

- Support park planning and design projects, including a plan to develop a new park in North Boulder.
- Research, compile, organize, and analyze data and information for projects.
- Help organize and analyze comments from staff, stakeholder, and community.
- Support Growing Up Boulder, a nonprofit organization, in reaching young people and gathering their ideas for park improvements.
- Support a collaborative of city staff and community partners engaged in connecting children to nature (Boulder Youth Nature Initiative).
- Represent perspectives of children and youth in project meetings and activities.
- Help prepare, execute, and summarize public meetings, staff workshops, and other community engagement efforts.
- Assist with developing child- and youth-friendly messaging and graphics for web updates and social media related to projects.
- Learn or participate in other department areas to understand the broader department scope including recreation programming and facilities.
- Performs site visits as necessary.

MINIMUM REQUIREMENTS:

- High school junior by June 2023 Interest and/or passion for field, industry, or role
- Commitment to full participation and attendance for duration of program
- Familiarity and comfort using Microsoft Office Products, including Office 365, Excel and Word

PERSONAL QUALITIES & CHARACTERISTICS

- Embody City of Boulder's values: Respect, Innovation, Integrity, Customer Service and Collaboration
- Courteous and professional
- Exceptional attention to details
- Good verbal, written and graphic communication skills.
- Strong organizational, prioritization and time management skills.
- Excellent problem-solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the field

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.