

POSITION TITLE: Park Activation Intern

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Boulder Parks and Recreation (BPR)

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? Help us design and activate a future park site by supporting summer programming with nearby youth. This position involves talking with children and youth to gather and analyze their ideas for the future park, as well as designing, leading, and supporting outdoor activities at the future park site.

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 new park in North Boulder:

- Support public meetings, staff workshops, and other community engagement efforts.
- Reach out to children and youth to understand and represent their perspectives and ideas.
- Help organize and analyze comments from youth, staff, stakeholders, and community.
- Assist with developing child-and youth-friendly messaging and graphics for web updates and social media related to projects.

Support BPR's Youth Services Initiative:

- Support with the implementation and supervision of YSI youth programming for ages 5-14 years old
- Work alongside a variety of YSI program staff
- Organize, inventory and clean program storage

MINIMUM REQUIREMENTS:

- High school junior by June 2024 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.