



Parks and Recreation Department

The goal of the Town of Chapel Hill Parks and Recreation Department's internship program is to introduce the intern to a municipal recreation system and the programs and services applied within that setting. The Town of Chapel Hill builds upon a foundation of 7 key values of R.E.S.P.E.C.T.

- Responsibility
- Equity
- Safety
- Professionalism
- Ethics
- Communication
- Teamwork.

The Town's mission is "Learning, serving and working together to build a community where people thrive."

The Parks and Recreation Department's mission reflects the values of the Town "To provide exceptional recreational and cultural opportunities in beautiful, sustainable environments."

Description

The Chapel Hill Parks and Recreation Department is looking for a GIS intern to conduct Phase I of an inventory and condition assessment of all parks, greenways, and recreation facilities.

The intern will assist the Parks and Recreation Department Staff to collect, document, and receive data to achieve the following:

- Location name with GPS coordinates (longitude and latitude) for all amenities/facilities or buildings
- Type of amenity, dimensions of facility and square footage of buildings
- Document through research of records and interviews with Parks and Recreation Staff
 - Date of facility construction (month and year)
 - Repairs and renovations made over the lifetime of the facility
 - Cost of construction and renovations
 - Known problems
- Digital photographs that identify the conditions for each item included in the inventory
- Historic designation

Essential Duties and Responsibilities

- Provide GIS mapping, surveying and geographic data analysis
- Research properties through ArcGIS software and collect field data
- Coordinate asset management data and layer creation
- Data compilation, and document production
- Attend staff meetings and other meetings as requested
- Prepare written materials to include in reports as needed for assigned tasks

Knowledge, Skills, and Abilities

Knowledge of ArcGIS software

Skill in:

- Using tablet computers
- Ability to plan, organize and monitor workload and individual tasks according to priorities, established schedules and deadlines
- Ability to communicate effectively both orally and in writing
- Ability to establish effective working relationships with Town employees, consultants, and the general public
- Ability to handle multiple requests for assistance in an organized manner

The preferred candidate will possess a strong interest in a local government career. An innovative mindset, a willingness to learn and adapt, and the ability to work independently.

Education

College student and/or recent college graduates in City and Regional Planning, Environmental Studies, Geography, Sustainability Studies, Landscape Architecture, Parks and Recreation Management or a related field.

Physical Requirements

Must be able to physically perform basic life operational functions of climbing, balancing, stooping, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

Special Requirements

Possession of a valid driver's license (or ability to obtain)

HOURS AND DURATION:

Length: 10-weeks – Preferred Start: End of May (Flexible)

Compensation: \$15.00 an hour

To apply please submit a resume and cover letter to Kristin Lyn Pawlowski at pawlowski@sog.unc.edu by March 3, 2020.