



## 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 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**

Provides support to Park Planning within the Parks and Recreation Department. The planning intern will work in a team setting under the supervision of the Senior Parks Planner.

The intern will participate in system wide and park master plan development, and will assist with planning projects for parks, greenways and recreation facilities.

Tasks include the development of planning and design documents, including site analysis, conceptual and final detailed designs, renderings, cost estimates and specifications.

Design documents may be provided through sketches, electronic models, diagrams, and other visual formats, along with team participation in project theming, schematic design and overall design development.

Interest and base knowledge of project documentation during all phases of design, such as; project graphics and exhibits, site grading, paving designs, walls, structures, site lighting, planting design, as well as layout of land uses for buildings and other facilities.

### **Essential Duties and Responsibilities**

- Provide conceptual site planning and design
- Research, data compilation, and document production
- Mapping and geographic data analysis
- Graphic design including document templates and graphic renderings
- Provide drafting support in the preparation of standardized details using AutoCAD
- Provide support in the development and review of construction documents and specifications
- Attend staff meetings and other meetings as needed
- Prepare written materials to include in reports as requested for assigned tasks

### **Knowledge, Skills, and Abilities**

Knowledge of:

- The fundamentals of planning, design, and construction
- Grading and drainage, layout, site details, planting and irrigation
- Proficiency in Adobe Creative Cloud software and AutoCAD

- ArcGIS software.

Skill in:

- 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 have a broad interest in local government and park planning and have experience using Adobe Creative Cloud, AutoCAD, and ArcGIS. This position is designed to provide hands-on work experience for college students and/or recent college graduates in City and Regional Planning, Parks and Recreation Management, Landscape Architecture, Engineering, Project Management or Construction Management.

### **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, with possibility of some remote work)

**Compensation:** \$15.00 an hour

**To apply** please submit a resume and cover letter to Kristin Pawlowski at [pawlowski@sog.unc.edu](mailto:pawlowski@sog.unc.edu) by March 3<sup>rd</sup>.