



Internship Title: Parks Planning Intern

Department: Parks and Recreation

Type: Unpaid Internship (\$25/week stipend)

Location: City Hall – Parks and Recreation; attendance at off-site community meetings will be required

Schedule: Flexible, 15-20 hours a week required

For more information, please contact: Cheryl Skafte | 218-730-4334 | cskafte@duluthmn.gov

INTERNSHIP OVERVIEW

The Parks Planning Internship is a unique opportunity to work on exciting up-and-coming development projects for the City of Duluth. This internship will provide hands-on experience on the municipal process of moving a project from concept to implementation. Working directly with the Parks Stewardship Team, this intern will be an instrumental member of the planning team that has been tasked with promoting, improving and developing a nationally-recognized park and trail system.

INTERNSHIP RESPONSIBILITIES

Work with Parks Stewardship Team on an array of planning projects including, but not limited to:

- Preparation of exhibit materials for park and trail planning projects
- Construction observation and reporting
- Development of a Planning, Design and Construction Standards Manual for all park amenities

Marginal Functions:

- Tabling at public meetings, forums and events
- Organizing and filing documents
- Developing and distributing park education materials

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Must be currently enrolled or a recent graduate in Bachelors or Master's program in one of the following fields of study: Landscape Architecture, Planning, or Natural Resource Management
- Proficient in AutoCAD, GIS, Photoshop, and Illustrator
- Strong written and oral communication skills
- Able to work independently and collaboratively
- Understanding of park stewardship
- Understanding of public engagement in the planning process
- Access to reliable transportation to attend public meetings, forums and events, as well as to /from construction sites

APPLICATION PROCESS

Please email cover letter and resume to cskafte@duluthmn.gov. City of Duluth interns are asked to complete a background check process, at no cost to the applicant.

SALARY RANGE

Unpaid (\$25/week stipend)

ADDITIONAL INFORMATION / COMMENTS

Must be available to work between 15-20 hours each week on a consistent schedule, between the hours of 8AM – 4:30PM. Some evening and weekend hours will be available. Interns may be able to receive college credit – please contact your school advisor to determine if this is a possibility.

