



# SUMMER FREE FOR ALL

RECREATION INTERNSHIP OPPORTUNITY



Summer Free for All empowers Portlanders to create and cultivate community by providing free, accessible, family-friendly, summer activities that celebrate our city’s growing diversity.

## INTERNSHIP DETAILS:

- **Organization:** Portland Parks & Recreation (Portland, Oregon)
- **Internship Title:** Summer Free for All Intern
- **Department:** Summer Free for All (Movies, Concerts, and Playgrounds in the Park)
- **Pay Level:** College Credit & Paid Opportunities  
*\*\*There are paid opportunities, only as the work pertains to Summer Free for All programs. At a minimum, we will schedule at least 25 hours a week to assist with special events. Any additional and optional tasks, such as job shadowing, internship documentation or personal projects are encouraged; however, such duties are unpaid but still count towards college credit.*
- **Dates:** June 9, 2016 – September 14, 2016—varies depending on your availability.

## THE POSITION

This dynamic internship opportunity includes a wide range of responsibilities primarily in the area of event planning and on-site event production. Interns will have the opportunity to work with one of three Summer Free for All programs: Movies, Concerts, and Playgrounds in the Park. Interns will be expected to show strong skills in cultural competency while engaging with a variety of cultures and communities in Portland.

Job duties include, but are not limited to: equity and inclusion program assessment and planning; coordination with a culturally-specific community groups and events; distribution of promotional materials; onsite logistics planning; administrative tasks; communication with vendors, sponsors, volunteers, and performers; act as event emcee and onsite producer.

In the interest of providing our interns with educational opportunities, Interns will have the chance to job shadow in other departments within Portland Parks & Recreation. Assignments are dependent upon students’ interests.

**Portland Parks and Recreation, a recipient of the NRPA Gold Medal for excellence, strives to meet the following values and standards**

Mission	Vision	Values
<p>Portland’s parks, public places, natural areas and recreational opportunities give life and beauty to our city. These essential assets connect people to place, self and others. Portland’s residents will treasure and care for this legacy, building on the past to provide for future generations.</p>	<p>Portland Parks &amp; Recreation contributes to the city’s vitality by:</p> <ul style="list-style-type: none"> <li>• Establishing and safeguarding the parks, natural resources and urban forest that are the soul of the city, ensuring that green spaces are accessible to all.</li> <li>• Developing and maintaining excellent facilities and places for public recreation, building community through play and relaxation, gathering and solitude.</li> <li>• Providing and coordinating recreation services and programs that contribute to the health and wellbeing of residents of all ages and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm and passion for our work;</li> <li>• Innovation, creativity and excellence in all that we do;</li> <li>• Honesty, integrity and respect in our relationships;</li> <li>• Collaborative efforts that achieve positive change;</li> <li>• Transparent, ethical and accountable decisions;</li> <li>• Sustainable practices in caring for our buildings, gardens and parks;</li> <li>• Responsible stewardship for the natural environment;</li> <li>• Responsiveness to the needs of the public; and</li> <li>• Commitment to the safety and wellbeing of our visitors and staff.</li> </ul>



## INTERESTED IN FINDING OUT MORE ABOUT SUMMER FREE FOR ALL?

portlandoregon.gov/parks/sffa

### REQUIRED SKILLS AND ABILITIES

- A degree (or declared major) in Recreation, Special Event Management, or similar fields is highly desirable.
- Able to lift 25-30 pounds (speakers, sounds boards, stage pieces, etc.)
- Able to drive a truck & 15 passenger van and have a clean driving record.
- Able to communicate and engage with a variety of cultures and communities.
- Able to establish and maintain effective interpersonal relationships.
- Maintain confidentiality as appropriate; discern appropriate responses and alternatives, and apply judgment within established parameters
- Communicate effectively both orally and in writing.
- Ability to learn and adapt to new office operations and procedures.
- Work effectively in a multi-tasking and deadline-driven environment.
- Skill in utilizing MS Office: Outlook, Word, Excel, Publisher and PowerPoint.
- Willingness to attend all necessary trainings and staff in services.
- Desire to have fun and a GREAT sense of humor!

### SCHEDULE AND HOURS

The schedule and hours are dependent upon projects assigned and organizational and program needs.

### APPLICATION DEADLINE

Please submit a cover letter, resume, and application to Jessica Brand at [Jessica.brand@portlandoregon.gov](mailto:Jessica.brand@portlandoregon.gov) by **February 3<sup>rd</sup>, 2016.**

### INTERNSHIP APPLICATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

What is your degree in? \_\_\_\_\_ College: \_\_\_\_\_

Which program are you most interested in interning? (1= first choice, 2=second choice, 3= third choice)

Movies in the Park \_\_\_\_\_ Concerts in the Park \_\_\_\_\_ Playground Program \_\_\_\_\_

Which of the following options are you interested in learning about during your internship with Portland Parks & Recreation (please select all that you are interested in)

- Aquatics     Summer Camps     Community Engagement/outreach/volunteers  
 Community Gardens     Event Planning     Maintenance     Marketing  
 Park Security/Park Rangers     Preschool     Senior Recreation     Sports Leagues  
 Teen Services     Urban Forestry     Community Centers  
 Other? Please fill in: \_\_\_\_\_

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