

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **PARK PLANNING INTERN**

Spec No. 9203

### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

### **BASIC FUNCTION**

Assist Snohomish County Parks Planning staff in implementing a park planning process for the conceptual development of a neighborhood park property.

### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

1. Assists with conducting research and data collection; interpreting plans, photos and maps.
2. Assists with preparing maps, graphics and reports.
3. Assists with the preparation for public meetings.
4. Attends and assists with the leading of public meetings under supervision of County Park Planning Staff.
5. Assists with analysis and synthesizing data collected.
6. Assists with preparation of reports of findings and recommendations.
7. Assists with preparation of graphic plans to communicate design alternatives and final preferred alternative.

### **STATEMENT OF OTHER INTERNSHIP DUTIES**

8. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment. Must be currently working towards a degree in

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### MINIMUM QUALIFICATIONS (Continued)

Landscape Architecture, planning, environmental studies, environmental policy, information technology, or closely related field.

### PREFERRED QUALIFICATIONS

Proficiency in community engagement, environmental analysis, and site planning skills is desired. The Park Planning Intern should also have working knowledge of applicable software and conventions for communicating design concepts and should be comfortable speaking in front of a group.

### KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- the principles and practices of site analysis;
- the principles and practices of public engagement;
- the use of design hardware and software to convey ideas and to produce maps and reports;
- the organization, structure and function of county government;
- professional writing and report preparation;
- how to maintain records and prepare necessary reports;
- the application of relevant federal, state and local laws, codes, rules, regulations and guidelines;
- research and analysis techniques;
- public interaction and project management

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- prepare clear and concise written reports and presentations;
- prioritize and resolve problems;
- exercise initiative and judgment and make decisions within the scope of assigned responsibility;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public;
- analyze and solve work related problems.

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### SUPERVISION

Intern will receive direction from a Park Planning professional as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

### WORKING CONDITIONS

The majority of the work is performed in an office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2015

EEO Category: 5 - Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.