

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN – PARK TRAIL PLANNING INTERN

Spec No. 9221

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

Provide general program assistance to Snohomish County's Parks and Recreation Trail Planning efforts at Lord Hill Regional Park by designing and implementing a Trail Count program.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Prepares trail count methodology, maps, forms and databases for regular trail counts on the Lord Hill Regional Park Trail System.
2. Assists with conducting research and; interpreting previous master plans, photos and maps; and interpreting legal descriptions as required.
3. Assists with in field and virtual data collection, data organization, and data analyzation including summarization and publication.
4. Assists with creating, composing, modifying and editing basic GIS spatial and attribute data according to prescribed specifications and procedures in order to present data analysis results by trail.
5. Assists with preparing maps, reports, exhibits and/or graphic displays.
6. Prepares a final report of the trail count study data analysis including maps, charts and summarized data tables for presentation at public meetings and publication.
7. Attends and presents results of trail count study at a stakeholder meeting, a public meeting and/or County Council briefing.
8. Prepares a white paper of trail count procedure, data collection, data organization and analysis for replication on other Snohomish County Parks and Recreation trail systems.

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STATEMENT OF OTHER INTERNSHIP DUTIES

9. 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 geography, GIS, planning, environmental studies, environmental policy or closely related field.

Must have a current Washington State Driver's License.

PREFERRED QUALIFICATIONS

Proficiency in Microsoft Word and Excel, GIS software, geospatial analysis, data collection, data management, and data analysis is desired. The Trail Planning Intern should also have strong writing skills, and working knowledge of Microsoft Office and ESRI software including common geodata formats. Some experience with Microsoft PowerPoint and standard internet protocols is desired.

KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- the principles and practices of data collection, management and analysis
- the principles and practices of project development and project management
- using Microsoft Excel to input, organize and analyze data collected in the field
- using GIS hardware and software to input, manipulate or edit geographic data
- using GIS hardware and software to produce maps and reports
- the organization, structure and function of county government
- business writing and report preparation
- maintain required records and prepare necessary reports
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines
- research and analysis techniques
- stakeholder interaction

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KNOWLEDGE AND ABILITIES (Continued)

Increase Intern Ability to:

- develop methodology, best management practices and templates for a reproducible data analysis study
- 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

SUPERVISION

Intern will receive direction from a Senior Planner 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 data collection portion of the work is performed outside in the field on the Lord Hill Regional Park trail system. The study development, data management, data analysis and report writing portion of the work is performed in the usual 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: March 2019

EEO Category: 5 - Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 7000 Volunteers

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