

FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.
Please type or paste responses directly into boxes, which will expand to fit.

Organization name: City of Colorado Springs Parks, Recreation and Cultural Services Department

Location (city/state): Colorado Springs, CO

Organization's website: www.coloradosprings.gov

Yearlong Fellowship
(June 2018-May 2019)

Summer Fellowship
(June-August 2018)

Organization Mission/Goals (100 words or less):

May include a bulleted list of priorities or initiatives, in addition to mission statement.

PRCS serves the citizens of Colorado Springs with integrity, through competent provision and management of:

- trails, open spaces, parks and recreation areas,
- cultural and historical resources,
- urban forests,
- beautiful golf courses,
- city cemeteries,
- recreation opportunities for youth, teens, adults, and seniors

... that provide or improve the quality of life and enhance the image of the city.

Title of PIFP Fellow: Fellow- Parks, Recreation and Cultural Services Department

Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):

A summer fellow assigned to the PRCS Department will work directly with staff on projects across the department that range from work in the field to administrative support and range from direct service to strategic planning and all areas in between. Duties include, but are not limited to:

- Support of internal events and those coordinated through the special events office
- Quantitative assessment and evaluation

- Strategic plan support
- GIS mapping and community surveying
- Editing of policy, procedures and marketing materials

An emphasis of this position will be to support efforts to increase walking and biking within Colorado Springs. Opportunities may include:

- Design and planning of trail infrastructure;
- Data collection related to user types, modes, and demographics
- Coordination of health and recreation programming to increase the effectiveness of existing department efforts
- Public outreach to support current and future projects

Qualifications sought in PIFP fellow (bulleted list; 50 words or less):

Include **Required** and **Preferred** sections, if applicable.

REQUIRED:

- Strong communication skills: verbal, written, multimedia (social media, Microsoft platforms)
- Ability to understand direction and work with limited direct supervision
- Capacity to incorporate liberal arts education with tasks that support a framework of sustainability, innovation, design, planning, and GIS related research and data collection
- Ability to work a varied schedule, to periodically include evenings and weekends

PREFERRED:

- One or more years of experience in Parks and Recreation or related field
- Background, experience, or strong interest in planning and urban/landscape architecture/transportation design

BENEFICIAL:

- Ability to lift 20 or more lbs
- Ability to walk continuously for 30 minutes or more

Areas of skill/experience/background required in PIFP fellow:

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Government	<input type="checkbox"/> Qualitative research
<input type="checkbox"/> Children's issues	<input type="checkbox"/> Healthcare/health sciences	<input type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input type="checkbox"/> Human services	<input type="checkbox"/> Reproductive rights/freedom
<input type="checkbox"/> Coalition work	<input type="checkbox"/> Journalism/publications (print/online)	<input type="checkbox"/> Social science research/methodology
<input type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Legislative process	<input type="checkbox"/> TV/radio
<input type="checkbox"/> Customer service	<input type="checkbox"/> LGBTQ issues	<input type="checkbox"/> Volunteer management
<input type="checkbox"/> Data analysis	<input type="checkbox"/> Lobbying	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Digital media	<input type="checkbox"/> Marketing/sales	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	<input type="checkbox"/> Other: _____

- Domestic violence issues
- Economics
- Editing
- Education
- Environmental issues

- Policy:
- Education
 - Environment
 - Fiscal
 - Health
 - Legislative
 - Other: _____

Technology skills *required* in PIFP fellow:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Adobe Creative Suite
<i>(Acrobat, InDesign, PhotoShop)</i> <input type="checkbox"/> Blog platforms
<i>(WordPress, Blogger)</i> <input type="checkbox"/> Database management
<i>(Salesforce, GiftWorks, Wild Apricot)</i> <input type="checkbox"/> Digital marketing/outreach
<i>(Twitter, Instagram, Facebook, etc)</i> <input type="checkbox"/> E-newsletter platforms
<i>(MailChimp, Constant Contact, Vertical Response)</i> <input type="checkbox"/> GIS | <ul style="list-style-type: none"> <input type="checkbox"/> Graphic design
<i>(infographics, etc)</i> <input checked="" type="checkbox"/> Microsoft Office Suite
<i>(Word, Excel, PowerPoint)</i> <input type="checkbox"/> Video/film production <input type="checkbox"/> Website design/management
<i>(WordPress, SquareSpace, etc)</i> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ |
|--|--|

**Certifications
*Required:***

- WFA
 WFR
 First Aid
 CPR
 Other: _____

**Language Skills
*Required:***

- English
 Spanish
 Other: _____