

## 2022 Summer Fellowship Job Description

Organization:	<b>City of Colorado Springs Parks, Recreation and Cultural Services Department</b>
Organization City/Primary Work Location:	Colorado Springs
Website URL:	<a href="http://www.coloradosprings.gov">www.coloradosprings.gov</a>

Organization Mission Statement (and any other relevant information you feel would be helpful to understanding the organization):

The Parks, Recreation and Cultural Services Department is the steward of a diverse park system that enriches the community through healthy, active opportunities that engage and inspire.

### Fellowship Overview

**Fellowship Overview:**

This is a seasonal position (no benefits) with dates of employment from June to September. Approximate dates of employment are from June 1 through August 20. The schedule will vary depending on program needs but will most likely be Monday through Friday, 7:30 a.m. to 4:30 p.m., 40 hours per week.

Colorado College Public Interest Fellowship Program Parks, Recreation and Cultural Services seeks a qualified individual to serve as a summer fellow for the Parks, Recreation and Cultural Services Department to work directly with staff on a variety of projects that range from work in the field to administrative support and strategic planning.

**Typical Responsibilities**

- Quantitative assessment and evaluation
- Strategic plan support
- Data collection related to user types, modes and demographics
- Demonstrate support for administrative decisions
- Coordination of health and recreation programming to increase the effectiveness of existing efforts
- Public outreach to support current and future departmental projects

**Examples of Job Competencies**

- Ability to think and act independently, problem solve, and work with minimal supervision
- Ability to communicate clearly and concisely, orally and in writing
- Ability to comply with pertinent City and division policies and procedures
- Excellent customer service and leadership skills

This position requires you to represent the division in a positive manner, demonstrate support for administrative decisions, and be an excellent role model for staff and customers. It often demands the ability to stand, sit, stoop, walk, climb, bend, and lift up to 75 pounds occasionally.

The position also requires you to provide your own transportation to work sites which include the Parks, Recreation and Cultural Services department administrative offices.

Minimum Qualifications

Must be 18 years of age.

Preferred Qualifications

Experience and/or a degree (received or in progress) in recreation, environmental science, psychology or a related field.

This position will be:

In person

A typical week as a PIFP fellow in our office will look something like this:

A typical week is generally atypical and amorphous, but constants can include:

- \* Meetings. Participating in meetings of immediate work team being supported, with PRCS management team, with supervisor, with policy makers e.g. Parks Advisory Board, City Council, County Commissioners.
- \* Research. Data needed by managers in respective area of department may be sought by fellow. Support of Recreation Services Division Programming Plan, PRCS accreditation, Rock Ledge Ranch and Pioneer Museum, design and development, GIS and Forestry employees are all possible areas of involvement.
- \* Time out in the field. This varies depending on that which the fellow is involved, but can include work with rangers in open space, the forestry team throughout the urban canopy, recreation programs such as camps and sporting events and enterprises e.g. golf courses, Pikes Peak Highway, cemeteries.
- \* Presentations. Reporting back to appropriate audiences on project work formally e.g. meeting agenda item and informally e.g. phone, video conference call.

What support or professional development can the fellow expect from their supervisor, the team/staff, or the organization?

The fellow will be supported throughout the course of the fellowship both formally and informally. Daily, to be reduced to weekly meetings will be established that include agenda items from both parties to discuss. Problem solving sessions will be scheduled if anticipated and established on the spot if/when a situation arises that requires immediate attention. The first 1-2 weeks will largely be scripted for the fellow until they are on a clear track related to job tasks. Initial "housekeeping" items will be attended to prior to fellow's arrival and soon after their onboarding, including a dedicated computer and phone, email account, business cards, ID badge and vehicle clearance (if appropriate). Colorado College staff have traditionally been available to assist with any issues that may arise, such as a student request to take unanticipated leave during the

fellowship. Generally there has been little to no involvement needed by the college, as all issues have been able to be effectively resolved internally.

Additional benefits offered to the fellow:

The city maintains a residence on public lands that is at times available to fellows/interns of the department. Such housing may be available to this summer's fellow. Fellows will receive complimentary and unlimited use of Mountain Metro, the city transit system as well.

## Fellowship Details

Primary Responsibilities:

- Quantitative assessment and evaluation
- Strategic plan support
- Data collection related to user types, modes and demographics
- Coordination of health and recreation programming to increase the effectiveness of existing efforts
- Public outreach to support current and future departmental projects

Through this fellowship, you will build capacity in our organization by:

The City of Colorado Springs PRCS Department is heavily involved in scores of diverse projects across the city, particularly during the summer months. While additional seasonal staff are hired to support the 200 full-time employees in managing such things as parks, trails, open space and enterprise, sports and camps operations, forestry and cultural affairs there remains a need for innovative, intelligent, motivated and independent individuals to assist in this process. Since 2014, PIFP fellows have consistently provided this support in varying ways that has absolutely built capacity within the department and culminated in several projects to find its way to completion that otherwise may never have even launched.

The ways in which you will contribute to societal systemic change during this fellowship:

The PRCS Department is a service-based industry within the local government - the City of Colorado Springs, whose mission is to enrich the community through healthy, active opportunities that engage and inspire. How this is accomplished is constantly changing, and it is both the challenge and pleasure of those involved in the effort to continuously assess the dynamics and trends of the city and greater world around it in order to try to effectively address the wants and needs of its residents. By taking part in these tasks, a PIFP fellow will also be contributing the future of the city and the inevitable changes that will occur.

If applicable: You might also engage in direct service and impact your community in the following ways.

At the time of this submittal it is not known precisely what tasks and projects will involve the PIFP fellow. The previous seven fellows each had widely different experiences, which were informed largely by the needs of the department at that time and the particular skill and interest set of the fellow. This same process is expected to take place this year, which may or may not involve direct service. In the past, this has included making presentations to management on projects in which the fellow was involved, such as traffic studies along Pikes Peak Highway, motor-less opportunities for pedestrians at Garden of the Gods Park and a summation of several master plans from across the organization.

Required qualifications/skills:

- Strong communication skills
- Ability to understand direction and work with limited direct supervision
- Capacity to incorporate liberal arts education with tasks commensurate with department needs
- Ability to work a varied schedule, to periodically include evenings and weekends

Preferred qualifications/skills:

One or more years of experience and/or a degree (received or in progress) in recreation, environmental science, psychology or a related field and a strong interest in policy, planning and public service

What skills/competencies will fellow learn/enhance during this experience?

Myriad skills and competencies will be learned and/or enhanced during a fellow's time with the PRCS department. How time is managed in the work place will likely be different than that of the college campus. In addition to planning for the known tasks of the day, several unexpected occurrences are typical of the work, which require a keen ability to adapt and reassess. In addition, fellows will have the opportunity to sharpen their communication skills. On any given day, they could be interacting with the public on a trail, addressing the Parks Advisory Board and briefing department management in person and/or virtually and through both oral and written form. The art of compromise will also most certainly be employed throughout the fellowship, with weekly, if not daily decisions being required of the fellow to best determine how to most effectively address a task at hand. In some cases, decisions may be needed that adversely impact an individual, group or project for the greater overall good. Though support will be provided, these experiences are core to work within the public sector and are best experienced first hand.

Our advice for those who apply:

I would encourage all applicants who may think that government work is ultra conservative, mundane and overly politicized to reconsider this view, as they would likely be pleasantly surprised by how innovative, diverse, challenging and rewarding the work is across the board. One need not be politically inclined to work for a political organization. Those interested in any of the humanities fields, environmental science, as well as history, teaching and economics will also find great relevancy in this fellowship placement.

Additional information applicants should know about the organization and/or this position:

This position is dynamic and very flexible. It includes the possibility of extending into paid, temporary work beyond the fellowship.

Supplemental question to be answered in your application if interested in this fellowship:

What do you believe is fundamentally the most important role and function of local government?