



SF Recreation and Parks Dept. – Parks & Open Space Planning  
Internship

The San Francisco Recreation and Park Department is currently recruiting interns for summer 2019 internships with Rec and Park's Capital and Planning Division. This is a great opportunity to work during the summer and following school year. It would be great if you could share this announcement. The deadline to apply is mid-February. More info can be found on this link: <http://www.sfstudentintern.org/Default.aspx>

The Recreation and Parks Department (RPD) hires graduate students every summer for year-long (or longer) part-time (2-3days/week) positions. If you are interested in the RPD position, please rank it 1, 2 or 3 within your online application. The position will start is usually May/June 2019.

**Application period:** 10/30/18 – 2/13/19

**Internship period:** Summer 2019 to Summer 2020. Interns are eligible to work part-time for 6-months post-graduation/after they stop taking classes.

**Time commitment:** A minimum of two days (16-20) hours per week during the school year, up to four days (32 hours) per week during the summer months.

**Pay:** \$28.3625 per hour

**SF Rec & Park description of internship main responsibilities:**

1. Perform site review, research, and data analysis, and preparation of reports related to property acquisition, park and recreation improvement projects and natural resources.
2. Prepare informational and analytical maps using ArcView GIS software and the Adobe Creative Suite.
3. Prepare presentations and staff reports to citizen advisory groups and the Recreation and Park Commission; assist project manager at community meetings; conduct user intercept surveys.
4. Analysis of existing and proposed open spaces and population growth impacts.
5. Assist planning staff with review, analysis and preparation as needed for Planning Department documents, such as California Environmental Quality Act (CEQA) reviews and SF Planning Dept Certificates of Appropriateness (CoA) for projects impacting Recreation and Park facilities.
6. Evaluation of shadow impact studies for Proposition K (SF's "Sunlight Ordinance") analysis and preparation of reports with recommendations for Commission consideration.
7. Assist in grant applications through grant writing, policy and environmental sciences research, and graphics preparation.
8. Monitor and update capital project schedules in Tableau Desktop analytics program.
9. Basic administrative support including filing, ordering supplies, receiving mail, data entry, word processing, creating spreadsheets, and other administrative tasks