

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2010**

Organization Name: Park Pride

Address:

675 Ponce de Leon Ave NE
Atlanta, GA 30308

Mailing Address (if different):SAME

Phone: 404.723.3116

Fax: 404.817.7988

Web site: www.parkpride.org

Internship Supervisor: Ayanna Williams

Supervisor's contact information including e-mail.

404.723.3116

Ayanna@parkpride.org

Organization's Mission Statement: Park Pride leads and inspires action for parks and greenspace.

Summary of organization's primary programs and services:

Friends Raising

The foundation for all of Park Pride's programs. Out Community Builder will help your community group get organized around your park – or develop goals and a plan of action for existing groups. The trainings are supplemented by how-to guides, an annual check-up, and templates for surveys, solicitations, etc.

Corporate & Civic Volunteers

With limited exceptions, Park Pride manages all volunteer work in City of Atlanta Parks. In this role, many corporations and civic organizations come to Park Pride seeking volunteer opportunities in parks. Park Pride works to connect these volunteers with needs identified by our Friends of the Park groups. The best way to get help is to work with our Community Builder to develop a scope of work for a volunteer work day in your park.

Fiscal Partners

Park Pride can serve as the nonprofit fiscal agent for communities looking to raise money for a playground, pavilion or any park improvement. For a small fee, Park Pride will accept donations, track donors, and write thank-you notes.

Park Visioning

Each year, Park Pride works with three or four City of Atlanta communities to develop a Park Vision – a “conceptual master plan” – for their park. This is an intense, 8-10 month process that requires the active engagement of an 8-12 person steering committee that will organize surveys, outreach and 4 public meetings. Park Pride’s Director of Park Visioning is a certified landscape architect with a Bachelors of Science in horticulture.

Intern’s title: Friends Of the Park Program Intern

Internship project/job description:

The intern will administer Friends of the Park assessments to community groups that have worked with Park Pride in 2009. The intern will schedule, administer and enter data for the assessments. The assessment will help identify trends, program strengths and weaknesses. The intern will meet with community groups in city parks, Park Pride offices and other public spaces. The intern will work with the community builder to follow-up on routine issues that are identified in the assessments by connecting community groups with previously identified resources.

Qualifications:

Enjoy working with diverse groups of people

Good customer service skills in person and on the phone

Able to receive and follow-up on calls from concerned citizens regarding routine park issues

Able to work independently and with a team

Proficient in Microsoft office (Word, Excel, Outlook)

Other requirements for position (security check, drug screen, immunizations)

Will the internship require that the student have a car? Yes. Intern must have reliable transportation they can use to attend meetings throughout the city of Atlanta and DeKalb County.

Is placement site accessible by public transit or other transportation options?

Park Pride's offices will be moving in early 2010. Our new offices will be located at Peachtree Center, 233 Peachtree Street, Harris Tower Suite 1600, Atlanta, GA 30303. This is above the Peachtree Street Marta Station. Please note that the intern will need a car to for off site appointments.