

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2018**

Organization Name: Park Pride

Address: 233 Peachtree Street, N.E.
Suite 1600
Atlanta, GA 30303

Phone: 404-723-3116

Web site: www.ParkPride.org

Internship Supervisor: Tina Arnold

Supervisor's contact information including e-mail.

Tina Arnold 404-723-3116 tina@parkpride.org

Organization's Mission Statement:

We envision a nationally recognized network of locally inspired parks, greenspaces and trails that engages individuals, strengthens communities and transforms Atlanta.

Summary of organization's primary programs and services:

Park Pride's Community Building Department is anchored by the Friends of the Park and Volunteer programs.

Friends of the Park

A Friend of the Park group is formed as a first step in creating positive long lasting change in a public park. A "Friends of the Park" Group is a group of park users (often neighbors & community leaders) actively working to improve one or more parks in a defined geographic area. Park Pride's Friends of the Park Program aids communities in their efforts to improve their parks by providing technical assistance for landscape architecture, horticulture and fundraising. More than 60 community-based partners, Friends of the Park Groups, participate in this program. Friends Groups is now offered in DeKalb County as well.

Volunteers

Park Pride has coordinated hundreds of group volunteer projects—corporate groups, college groups, church and other nonprofit groups. Communities in Atlanta are greatly improved every year by volunteers who spend a few hours sprucing up a park. Park Pride organizes groups of volunteers—from 10 to 200—to help maintain Atlanta and DeKalb parks. Groups work on anything from spreading mulch to building trails and board walks. About 100 groups and thousands of volunteers are coordinated annually.

Intern's title: Community Building Intern

Number of interns requested: 1

Internship project/job description:

The intern's main project is the annual Friends of the Park survey with 30-45 community leaders. The survey is used to assess the challenges and opportunities citizens experience when actively working to improve a city of Atlanta parks. The intern will have the opportunity to take ownership of this project. This includes scheduling and conducting the interviews in the parks or over the phone, coding and enter responses into an excel spreadsheet. As time and interest permits the intern can attend meetings with elected officials, community leaders and concerned citizens to promote increased positive activities in parks. There will be opportunities for the intern to get his/her hands dirty while assisting with large corporate and community volunteer projects in parks.

Qualifications:

- * Experience with customer service on the phone and in person
- * Experience communicating with diverse groups of people – good listening skills
- * Basic map reading skills or daily access to personal GPS
- * Ability to take strong and thorough notes
- * Strong attention to detail
- * Competent in Microsoft Office, especially Word and Excel

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

- * Able to drive personal vehicle for site visits
- * Occasional evening and Saturday availability
- * A love of parks and green space
- * Enthusiasm for working with citizens to make tangible improvements in parks

Will the internship require that the student have a car? Yes

Yes, for site visits to conduct the survey with Friends of the Park groups throughout the City of Atlanta and DeKalb County.

Is placement site accessible by public transit or other transportation options? Yes, however the main office is at MARTA's Peachtree Center Station but the student will spend about 75% of their time in parks and other public spaces with limited MARTA access.