**Urban Resources Initiative Internships for 2012 (2/24/12)**

**(URI is a partnership of the Baltimore City Department of Recreation and Parks, the Parks & People Foundation, and area universities and institutions)**

**#1: Assist the Director (Greg Bayor**), **Department of Recreation & Parks (DRP)**

**Description: Special projects, assigned by the Director; opportunity to shadow the Director and assume responsibility for designated projects, as assigned**

URI internship expectations:

 Summer: 6-8 weeks, 20-30 hours/week

 Academic Year: 12 weeks per semester, 10-20 hours/week

 Internships are either paid or unpaid; paid internships contingent upon funding

 Academic credit may be applicable; see your academic advisor or internship office

For information, contact Dr. Edward Orser, URI Program Manager, ed.orser@parksandpeople.org

To apply, submit the following:

 --a cover letter of interest, addressing your skills and experience relevant to the internship;

 --your resume;

 --the name and contact information for your faculty academic advisor (preference is given to interns with a faculty academic advisor).

Send your application either electronically to jobs@parksandpeople.org;

Or by mail to URI Internships, Parks & People Foundation, 800 Wyman Park Drive, Suite 010, Baltimore, Md. 21211:

Deadlines:

 Summer 2012: preference to applications received before April 1

 Fall/Full Year 2012-13: preference to applications received before June 1

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**#2: Assist the Associate Director** (**Bill Vondrasek), Chief of Parks**. **Department of Recreation & Parks (DRP)**

**Description: Special projects, assigned by the Chief of Parks; opportunity to shadow the Associate Director and assume responsibility for designated projects, as assigned**

URI internship expectations:

 Summer: 6-8 weeks, 20-30 hours/week

 Academic Year: 12 weeks per semester, 10-20 hours/week

 Internships are either paid or unpaid; paid internships contingent upon funding

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**#3: Conduct an Energy Audit of All DRP Facilities**

**Description: The DRP currently receives a lengthy list of bills from BGE for electric usage from more than 200 meters. The intern will locate and conduct an on-site review of all electric meters on the list, survey the location and apparent facilities served by the meters (park lights, recreation centers, park buildings, etc.), and make recommendations on follow-up actions to assure energy efficiency and accountability for the department. Add these facilities to the department’s GIS-based list of properties and map their location using GIS tools.**

**Time-line: As soon as possible for summer internship**

URI internship expectations:

 Summer: 6-8 weeks, 20-30 hours/week

 Academic Year: 12 weeks per semester, 10-20 hours/week

Internships are either paid or unpaid; inquire about funding possibilities

Academic credit may be applicable; see your academic advisor or internship office

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**#4: Assist in the Preparation of a Training Manual for DRP Employees**

**Description: Assist in the development of an illustrated field maintenance manual for use by DRP employees for simple explanations of basic park maintenance tasks. Design for the manual would be simple and highly visual, with minimal written texts, and produced in a form to be readily accessible for daily use. Examples of subjects might include baseball diamond dimensions, water fountain cutaway drawings, proper tree mulching techniques, etc. The project also involves search for comparable instructional materials used by other park systems and related operations. Research and design skills are desirable.**

**Time-line: Summer, Fall/Spring**

URI internship expectations:

 Summer: 6-8 weeks, 20-30 hours/week

 Academic Year: 12 weeks per semester, 10-20 hours/week

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**#5: Conduct a Study of Opportunities for the Use of Solar Power for Lighting in Parks**

**Description: Energy usage, especially lighting, currently is a major cost factor for DRP. The intern will investigate best practices for the use of solar power for park lighting by surveying other urban and state park systems, the National Park system, and comparable settings. The survey will provide a basis for recommendations about proposed steps for consideration of solar power in Baltimore’s parks. Prepare a field lighting contract of RFP to secure competitive bids for light and electrical maintenance. Identify those lights under warranty and those not.**

**Time-line: Summer, Fall/Spring**

URI internship expectations:

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 Academic Year: 12 weeks per semester, 10-20 hours/week

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**#6: Conduct a Study of a Sustainable Way to Handle Organic Waste at the Camp Small Forestry Disposal Site**

**Description: Camp Small currently is DRP’s principal site for disposal of much of the organic waste, specifically dead trees and wood chips. DRP needs to develop a long-term sustainable solution that creates valuable, marketable products, such as lumber, wood pellets, or mulch. The intern will investigate best practices in other comparable jurisdictions, with special consideration of entrepreneurial opportunities for waste treatment, disposal, and alternative products. Review past studies and data collected by Parks & People Foundation regarding this subject. A desired product would be a business plan, to include start-up and operational costs, as well as potential return on investment.**

**Time-line: Summer, Fall/Spring**

URI internship expectations:

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 Academic Year: 12 weeks per semester, 10-20 hours/week

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**#7: IT Assistance: Assist with Oversight of IT in Computer Labs**

**Description: DRP seeks Computer Specialist students to assist with oversight of information technology disciplines within its 34 computer labs located through the City of Baltimore. Ideal candidates will have knowledge with Microsoft Office Suite applications, Printshop and a good understanding of Internet protocols. Computer Science, Information Systems, Information Technology, Math and other computer-related majors are encouraged to apply. Students will gain hands-on skills that will complement classroom theory. Work sites are located throughout the City, so transportation is preferred. Work hours are flexible. Project specific training is provided.**

**Time-line: ASAP (ongoing), Summer, Fall/Spring**

URI internship expectations:

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 Academic Year: 12 weeks per semester, 10-20 hours/week

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**#8: ITAssistance: Remote Processing of Data**

**Description: The City Arborist needs assistance in the remote processing of data related to surveys of the tree canopy and street tree location in Baltimore City. The intern will survey other public agencies and seek out standards for technical solutions to make data entry on a remote hand held device and develop useful additional applications for the data that can be captured from the current 311 SR system. Assistance also is needed in the design of ways to make the inspection and reporting systems more compatible. A long-term intern project would involve developing tree-specific analysis for pollution reduction to meet city goals. Internship requires computer knowledge and data base experience.**

**Time-line: Summer, Fall/Spring**

URI internship expectations:

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 Academic Year: 12 weeks per semester, 10-20 hours/week

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**#9: GIS Mapping Assistance**

**Description: The department is in need a GIS mapping and analysis support for a variety of projects. Currently, the TreeBaltimore program needs help map tree planting activities. Ongoing need for assistance with comparable GIS mapping projects.**

**Time-line: ASAP, Summer, Fall/Spring**

URI internship expectations:

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**#10: Permit Process Research**

**Description: Evaluate the information collection and data base system for the permit process used by DRP and devise methods for better coordination between the permit and maintenance operations. Projects might involve the following: a) explore with recreation and parks departments in similar size cities how they handle permit processes and fee structures as well as their methods of data collection; b) conduct user research using the permit office spread sheets and create a report regarding the extent of utilization of parks and characteristics of user groups; and c) assess the cost/benefit ratio for user fees versus park maintenance required.**

**Time-line: ASAP**

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**#11: Marketing of Parks Programs**

**Description: Review how other Recreation and Parks agencies conduct marketing efforts to increase park usage. Create a matrix of interesting park programs including resource-based recreation that other Recreation and Parks agencies provide. Through discussion with park managers and others, determine feasibility of a group of high priority programs that could be added to those currently offered by the department.**

**Time-line: Summer, Fall/Spring**

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**#12: Review of Concerts in the Parks Music Performance Program**

**Description: Conduct a program evaluation of the *Concerts in the Parks* Program using a standard program evaluation format. Examine such elements as cost/benefit, number of concert attendance versus cost, range of music selection, ways to increase attendance. Conduct the evaluation in part by interviewing concert community sponsors and soliciting their ideas for better programs and marketing. Prepare an evaluation report. Experience in the arts, arts management, and/or social entrepreneurship is desirable.**

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