

WPRA Website Internship Posting

Internship

Madison Parks Internship Program, City of Madison WI

PROGRAM OVERVIEW AND COMPONENTS

The City of Madison's Parks Division, in concert with City of Madison Public Works Department, sponsors internships to attract individuals who are engaged in college level studies compatible with a Public Administration, Parks & Recreation, Business Management, Public Works, Journalism and Communications, Natural Resource Development, Urban Planning, Landscape Architecture, Engineering, Education and Law Enforcement or similar career track. Internship consideration will also be given for individuals who have experienced a period of long-term unemployment or underemployment.

Approval will be determined on a case-by-case basis by the Community Services Manager and Division Supervisor. The individuals that are selected will be awarded a contract providing for compensation.

PURPOSE OF THE PROGRAM:

- Provide Parks & Recreation target group individuals who are selected for internships with a meaningful exposure to Public Administration careers.

OPERATING PROCEDURE & EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Park Internships will be limited in number and will be for a temporary period of a semester (average 6 to 12 weeks) in duration. Each placement will be made very carefully on the basis of a match between an Intern's course work or career history and interests, and the operations of an agency.
- Management officials who wish to sponsor an Intern are devoted to the concept of serving as a guide and a mentor. The internships will be heavily focused on exposure to divisional operating procedures and policies. This exposure will include attendance at departmental management team and staff meetings. It is recommended that observational activities may be preceded by an information sharing session to explain the purpose and objectives of time spent.
- The intern will be assigned to activities that will foster an understanding of the operations unit to which he/she has been assigned as well as provide insight as to how City operations work together to produce the organizational whole.

PROFESSIONAL PROJECT/TASK AREA ASSIGNMENT

- The intern assignment will revolve around specific activities. The intern will be assigned to work on a limited term project with defined objectives. The assignments will foster the application of professional levels of skill and responsibility and will not be only one operating task or clerical duties.
- Professional assignments will be designed to foster the intern's understandings of his/her working unit, the City of Madison organizational structure and how the work of City operations is interdependent. Responsibilities will be assigned based on the need of the division and will vary on an on-going bases.
Example: Program design and management, Facility design, Park security/code enforcement, Advertisement and Marketing development, Natural Resources management, Business Management

COMPENSATION:

- Stipend as outlined via individual contract (average compensation \$1500 for the semester)
- Hours of work may include nights, weekends, and holidays. Average 15-40 hours a week based on hours prescribed by the University for the internship requirements.
- Intern Positions are designed to provide educational experience with direct responsibilities associated with education pursuit, with limited employment, therefore interns are not represented

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

- Interns must be attending and have met prerequisite requirements associated with field of study and/or just graduated from a partnered higher institution of education i.e. college, university, technical school or equivalent. The internship is required for completion of course work and corresponds with Professional Projects and Task Areas for the Parks Department. Internships will not exceed number of hours/days/weeks required by University.
- University must have a Placement Agreement on file with the City of Madison.

Salary Range: Stipend via individual contract (average compensation \$1500 for the semester)

Apply to: Steven Doniger, Community Service Manager, 210 Martin Luther King Jr. Blvd. Madison, Wisconsin 53701
608.226.6517 sdoniger@cityofmadison.com

Closing Date: Open Enrolment