

Fellowship Job Description

Organization name (and applicable abbreviations):

City of Colorado Springs Parks, Recreation and Cultural Services (PRCS)

Organization City (primary work location): **Colorado Springs**

Website URL: www.coloradosprings.gov/PRCS

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization): PRCS serves the citizens of Colorado Springs with integrity, through competent provision and management of: trails, open spaces, parks and recreation areas; cultural and historical resources; urban forests; beautiful golf courses; city cemeteries; and recreation opportunities for youth, teens, adults and seniors that provide or improve the quality of life and enhance the image of the city.

Anti-Discrimination Statement/Policy:

The City of Colorado Springs does not, on the grounds of race, color, national origin, sex, disability, age, religion, or familial status, discriminate against persons in the provision of programs, services or activities receiving federal financial assistance.

Supervisor Name: **Brian Kates**

Supervisor Title: **Parks Operations Administrator**

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Summer (2 fellows)

Job Title: **PRCS Fellow**

Job/Role Overview: The PRCS Fellow will have the opportunity to engage with all core areas of the Parks, Recreation and Cultural Services (PRCS) Department in work that supports the mission of the organization and that is aligned with the fellows' academic pursuits, skills, and interests.

Potential areas of involvement are extensive and diverse, including those with an environmental focus e.g., open space, water conservation, park maintenance to that with a focus on policy e.g., master planning, e-bike usage on trails. Other opportunities may include research-oriented work on department accreditation efforts, fees and charges, and motorized and non-motorized recreational opportunities at public lakes.

Direct service support is another large fraction of the department, where fellows may become involved with special event planning, summer camps, youth and adult sports and educational programs through the city rangers and through the Pioneer Museum, Rock Ledge Ranch and Starsmore Nature Center.

Duration of Fellowship (number of weeks): 10-12

Average hours per week: 32-40

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): **on-site with periodic telework options as appropriate.**

Are there any specific expectations regarding remote work of which the fellow should be aware (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)? **All fellows are expected to conduct the majority of their fellowship in person, as hands-on participation is most often needed when involved in such experiences as programs, special events and public meetings. Remote work may be possible for some tasks undertaken by the fellows, including research and videoconference meetings. A laptop computer may be furnished if/as needed to perform the tasks assigned.**

Describe what a typical week as a PIFP fellow in your office might look like:

A typical week for a PRCS PIFP fellow is atypical. Weeks 1-2 of the fellowship are generally spent making rounds throughout the department and greater organization, meeting staff, leadership and observing programs and services.

By Week 3 there is usually a clear understanding of the best role(s) of the fellow, based upon such factors as department need and the fellow's skill, interest and availability to provide the identified support. Weeks 3-6 are often highly productive weeks, with numerous projects being undertaken in diverse areas, ranging from administrative and behind the scenes to direct interaction with the public; indoors between 9 a.m.-5 p.m. to sunrise programs in a city park. The final weeks remain productive, with the fellow completing tasks with a bend towards completion or clear directive on how it can be completed by others following the fellowship term. Each fellow brings a different skill set and passion to a department that is ever changing and evolving to the needs of the community. Organically, the process of finding the best rhythm has yielded very satisfying results each of the several years of this partnership.

Though atypical, common traits of a work week generally include a meeting with their supervisor and 3+ meetings with staff across divisions within the department, including the Leadership Team, and attending the monthly Parks Advisory Board and biweekly City Council meetings (as interest and time allows). Additional time is generally split between time in the office and at the workstation, where research can be conducted, reports generated, emails sent and phone calls made and out in the field, which can include parks, trails, open spaces, museums, community centers, sports fields, golf courses, cemeteries, lakes, reservoirs and atop Pikes Peak. Depending on the week, there could be an early morning presentation, an evening public input meeting or a weekend special event. Opportunities abound and the work schedule can be flexible to meet the needs of the fellow outside of the fellowship.

Pay per hour: \$17.29

Additional benefits offered to the fellow: All fellows will be onboarded as a City employee and, as such, will have access to the benefits afforded to all employees. This includes free city bus privileges, discounted gym memberships and entertainment tickets, free entry to the US Olympic and Paralympic Museum, numerous free services provided through the Employee Assistance Program (EAP) and possibly, upon request and if available, housing.

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Each fellow since 2014 has built capacity in significant and quantifiable ways. This includes the English major and aspiring secondary school teacher who developed STEM programming for all community center camps to the mathematical economics major who assisted with the development of a viability survey for a shuttle along the Pikes Peak Highway. It includes the international environmental policy major who reviewed departmental policies and organizational master plans and recommended modifications that provided better alignment across departments. Given the work ethic and vast abilities that most every CC student possesses, there is little doubt that future fellows will also become involved in meaningful work that continues to expand the capacity of the department.

One element not to be overlooked is that the fellow will undoubtedly lend a perspective that is often underrepresented in local government, that of the young adult. In offering this perspective to the tasks at hand, it is likely that the final product created will reach a wider demographic than it may have otherwise had the fellow not been involved in the process.

The fellow will contribute to societal systemic change during this fellowship by:

The very mission of the PRCS Department is to serve the citizens of the city and to improve their quality of life. The fellow, through their involvement in the various efforts that are employed by staff to support this mission, will themselves be contributing to systemic change. The catalog of possible changes in which the fellow could take part is both wide and deep and should lead to a deeper understanding and appreciation of the role that public sector plays in informing sustainable and effective change within society.

The fellow may also engage in direct service and impact the community in the following ways:

This varies considerably. A fellow may improve a trail, support a camper in need of mentorship and guidance and help coordinate a public process meeting by which the wants and needs of citizens can be heard in a safe and equitable manner – all potentially within the same week! The ability to effect change is great and opportunities to genuinely make a difference in the lives of others are ever present and almost limited by only that which the imagination cannot develop.

Please provide specific examples about how the fellow might enhance their career readiness during this fellowship in the 2-3 most relevant areas:

Career and Life Design: Since 2014, fellows have consistently remarked on how their fellowship experience has provided great insight on how the public sector operates and is or is not aligned with that student's skill set and desired career path.

Equity and Inclusion: By serving the entire population of Colorado Springs, which exceeds 500,000 people, fellows will become immersed in an organizational culture that approaches every situation with equity and inclusion in mind, from ensuring that all city parks are accessible to people of varied socioeconomic backgrounds as well as physical and cognitive abilities.

Personal and Professional Effectiveness: Fellows will find themselves in a fast-paced environment where their efforts contribute towards outcomes of service delivery. As such, they will quickly learn to become accountable to oneself and others and to recruit work habits that best serve the public, including empathy, reliability and global perspective.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

The immediate supervisor that is assigned to the fellows will provide support throughout the course of the fellowship. This initially includes all aspects associated with the onboarding process and functionality of the provided workstation e.g., computer, phone, email, applicable software. Introductions to employees in and outside of the department will be made, which will then help inform the initial schedule of the fellow, as those introductions will lead to projects and other opportunities in which the fellow can be involved. Dedicated time will be allotted each week in which both the supervisor and Fellow can collaboratively establish what will be the core focus areas and a plan by which desired outcomes can be achieved as well as "point in time" target goals by which to accomplish tasks. Every effort will be made to create an experience that effectively aligns department needs with the skills, talents and interests of the Fellow.

Qualifications and Expectations

Required qualifications/skills/expectations:

- Ability to understand direction and work with limited supervision
- Ability to work a varied schedule, which may periodically include evenings and weekends
- Capacity to incorporate liberal arts education and life experiences with tasks commensurate with department needs
- Provide exceptional service to internal and external customers Equity, diversity and inclusion awareness and appreciation Strong communication skills

Preferred qualifications/skills/expectations:

- Accessibility/disabilities advocacy

- Familiarity with challenges experienced by underserved populations
- Familiarity with civil rights/social justice
- Some background in the following:
 - Data analysis
 - Digital media
 - Qualitative research
 - Quantitative research
 - Statistical analysis
 - Policy, planning and public service
 - Public speaking
 - Videoconferencing e.g., Zoom, Microsoft Teams

Advice for applicants considering this fellowship:

Be receptive to new experiences and open to a dynamic work schedule. In doing so, you will be involved in a wide array of opportunities, and you may be surprised by what you gravitate towards.

Fellows who apply are encouraged to understand the limits of what can reasonably be accomplished in just a few weeks time, but to use this opportunity as an experience to engage with the department and the greater community in a meaningful way. This can perhaps best be accomplished by having a clear understanding of small and longer-term goals, interests, skills and ways in which the fellow wishes to be challenged personally and professionally throughout the course of the fellowship. In doing so, not only will a great contribution be provided to the PRCS department, but the experiences obtained by the fellow will transfer to all other parts of life thereafter.

Applicants interested in this fellowship should answer the following supplemental question on their interest form:

If there was one aspect of the city's PRCS department that you could directly address and try to improve, what would it be and how would successful improvement be measured?