Planning Internship

General Description:
The Planning Intern for Charleston County Park & Recreation Commission will primarily assist with the development of Land Use Plans (LUPs). An LUP is a park planning tool derived from layers of spatially referenced information about a park site such as wetlands, archaeology, topography, forestry, etc. The product of the LUP process is a map which establishes acceptable intensities of use throughout a site, contributing to the development of the park’s master plan. The candidate should have working knowledge of ArcMap software.

Other duties may include assisting with park site monitoring visits, trail maintenance and development, general documentation and or other duties as may arise in the field.

- City/Regional Planning or Design, Landscape Architecture, or Environmental Design Majors

Learning Experience Outcomes:
- The task of developing LUPs requires critical thinking, researching data in digital and paper formats, and collaborating with Planning staff as well as other divisions within the agency. This position would help to prepare the selected candidate for a career in most planning, landscape architecture or related fields.
- Other duties will offer perspective on the resource management demands of a growing park system

Required Knowledge, Skills, and Abilities:
- Ability to follow instructions effectively and to work with supervision in a responsible and competent manner
- Ability to accept directions from those in a supervisory capacity; to be able to accept constructive criticism and to project good public relations
- Ability to establish and maintain an effective working relationship with fellow employees
- Ability to express ideas clearly and concisely, in oral and written form
- Ability to generate required work on a timely basis, with a high degree of accuracy, in proper format
- Ability to generate and research park plans

Application Priority Deadline
February 28, 2015 for the summer of 2015 internship.

We will begin the review phase of the application process by this date. All applications received after this date will still be considered as long as the position remains open.
**CCPRC Internship Details**
Interns are paid $8.75 per hour and work approximately 35 to 40 hours or more per week. Although housing is not provided, we are happy to provide contacts in the area and other resources for you to find a place for the summer. To be eligible, applicants must be currently enrolled and attending a college or university, taking classes towards earning either a bachelor’s or master’s degree. Typically we are seeking students in their third year of school who have had some specific upper level course work completed related to their major.

We have internships available during the summer of 2015 and we will also have one internship available for the fall of 2015. These internships are for a period of 12 weeks, the summer internships begin May 18, 2015 and run through August 7, 2015. The beginning and ending dates for the fall internship are flexible.

**Contact**
Karen Thompson  
Employment Coordinator  
861 Riverland Drive  
Charleston SC 29412  
kthompson@ccprc.com  
Office: 843-762-2172  
Fax: 843-406-1015

**Application Requirements**
- CCPRC Cover letter
- Resume
- application (located online at [www.CharlestonCountyParks.com](http://www.CharlestonCountyParks.com))
- Reference statement on the completed by your advisor

These items should be submitted to the above contact. Please note, upon being selected, drug testing, a background check and a valid Driver’s License will be required. Equal Opportunity Employer.

**For Additional Information**
Details about our internships, the application, how to apply, and details on other summer employment opportunities can be found on our website at [www.CharlestonCountyParks.com](http://www.CharlestonCountyParks.com).