



Olmsted Parks Conservancy
1299 Trevilian Way
Louisville, KY 40213
www.olmstedparks.org
502.456.8125 main office

COMMUNITY ENGAGEMENT INTERNSHIP

REPORTS TO: Program Director for Community Engagement

Olmsted Parks Conservancy is seeking enthusiastic applicants to work closely with our staff in order to provide engaging activities during community outreach events and special events in the Olmsted Parks. This intern is crucial to helping Olmsted Parks Conservancy achieve its goals around attendance and family/community involvement in our parks. The intern will gain experience working with staff, volunteers, partner groups and various stakeholders throughout our community. Activities may include but are not limited to: event set-up and break-down, puppet making, face painting, weaving, leading and supervising recreational yard games.

ABOUT OLMSTED PARKS CONSERVANCY

Olmsted Parks Conservancy's mission is to restore, enhance and forever protect Louisville's Olmsted-designed parks and parkways, connecting nature and neighborhood while strengthening the community's well-being.

Community Connection

We deepen connections between neighbors and the parks through hands-on volunteer projects, Friends of Olmsted Parks neighborhood groups and playful programming in the parks.

ESSENTIAL FUNCTIONS

Assist Olmsted Parks Conservancy staff with the implementation of the summer community engagement programs and special events.

- Work with Conservancy staff to identify ways to involve families and the community in programming and events.
- Coordinate logistics in collaboration with Olmsted Parks Conservancy staff.
- Greet participants, guardians, park users during events.

- Engage program and event participants to ensure the greatest impact of the activation.
- Assist event staff, volunteers and partner organizations as needed during event set-up and clean-up.
- Support Olmsted Parks Conservancy staff and volunteers with supervision of participants during programs.
- Submit verbal and written reports.

REQUIREMENTS

Applicants must be reliable, adaptive, flexible, outgoing, personable, creative and fun-loving!

Interns will need to provide their own transportation to and from community events.

Ability to lift 20 pounds, negotiate uneven terrain and work in outdoor elements.

SCHEDULE

Most community events occur on Saturdays April- October, with 3-4 hours shifts available.

Scheduling can be somewhat flexible though intern is required to complete 24 hours in order to receive a recommendation letter for job or college applications.

TO APPLY:

Email cover letter (including a detailed description of your availability and any conflicts you may have, and information on your talents and interests) and resume to Sarah Wolff at sarah.wolff@olmstedparks.org.