



Part-time Paid Intern
June - August 2024
(Flexible start and end dates)

Summary

The Denver Park Trust (DPT) is seeking a part-time paid intern for eight to ten weeks to assist with community engagement, park cleanups, and DPT programs. The ideal candidate will be enthusiastic, outgoing, and eager to learn about nonprofits and the environmental sector. A passion for parks and a familiarity with different neighborhoods and communities across Denver is a plus.

About the Denver Park Trust

The Denver Park Trust is a nonprofit partner of Denver Parks and Recreation with a mission to enhance and expand parks and public green spaces in Denver's historically under-resourced neighborhoods. As a fundraising organization, DPT partners with residents, businesses, and philanthropic organizations to ensure every resident, in every neighborhood, lives within a 10-minute walk or roll of a high quality park.

The Opportunity

The Intern will have the opportunity to make a lasting impact on Denver parks and the lives of residents, particularly in historically under-resourced communities. They will be introduced to all areas of the nonprofit, including fundraising, operations, volunteer management, and programs. The position offers a great opportunity for personal and professional growth, a flexible schedule, and the ability to take on projects according to their interests.

Responsibilities

Working closely with the Executive Director and Director of Development & Engagement, the Intern's responsibilities will include:

- Community outreach: DPT participates in community events by setting up a table and sharing information with visitors about the Denver Park Trust and how to get involved in caring for Denver Parks. The Intern will be expected to work at several of these events, which may occur on nights and weekends.
- Park cleanups: DPT hosts volunteer park cleanups with community organizations, neighborhood associations, and corporate partners. The Intern will assist with setting up and leading volunteer park cleanup events, which may occur on weekends.
- The Pollinator Trail: Launching in the summer of 2024, The Pollinator Trail is a public-private initiative to restore native landscapes throughout Denver, providing resilient habitats where nature can thrive. The Intern will assist with the rollout and expansion of The Pollinator Trail.



- Other duties as assigned: The Intern may be asked to complete miscellaneous tasks and will have the opportunity to take on projects that interest them as their time allows.

Qualifications

- Basic understanding and commitment to equity.
- Effective verbal and written communication skills for interacting with community members, volunteers, and stakeholders.
- Strong interest in learning about the nonprofit sector and environmental issues, particularly parks and green spaces.
- Ability to remain flexible and adapt to various tasks within the organization.
- Strategic thinking and entrepreneurial skills with the ability to manage multiple projects simultaneously.

Preferred Skills

- Ability to communicate in conversational Spanish.
- Familiarity with different neighborhoods and communities across Denver.

Compensation

- \$18.29 per hour, working approximately 25 hours per week for 8-10 weeks.
- One-time \$200 phone and computer stipend if using own devices.
- No health or retirement benefits offered.

How to Apply

Please send a cover letter and resume to info@denverparktrust.org with the subject line of the email as: Intern Application. You may also send questions about the position to the same email and we will reach back out to you. Thank you!