



**2013 SUMMER INTERN
PROJECT PREFERENCE FORM**
(To be attached to the District Application form)

Name (PLEASE PRINT): _____

Below are fourteen (14) Summer Intern Projects. Please indicate your preference by marking #1 next to your First Choice, #2 next to your Second Choice, etc. Mark N/A next to any project which does not interest you. Please mark every project with a number or N/A. When referring applications to supervisors, we look for a match between the student's qualifications and the project needs. If you feel you are qualified, even though your major does not match the project, still indicate your interest. **The primary work location for each project will be at the East Bay Regional Park District's Administration Building, 2950 Peralta Oaks Court, Oakland, unless otherwise specified.**

#____ Preferred **RESEARCH ARCHIVED DOCUMENTS AND CREATE A DIGITAL PHOTO COLLECTION:** One intern will research archived documents and compile into a chronological hyperlinked portable document format (PDF) file. Additionally, the intern will create and produce a digital photo collection for the Public Safety Division which will provide for easy access and retrieval of historic information (photos, reports, publications, and projects). This is a Public Safety Division Project. The primary work location is the District's Public Safety Headquarters located in Lake Chabot Regional Park in Castro Valley. Performing photography tasks in variable weather conditions is required. Coursework or experience in digital photography, photo composition, computer science, graphic arts, webpage development, or a related field is desirable. Knowledge of Adobe Lightroom and Acrobat software is helpful. This project is expected to last 200 hours maximum.

#____ Preferred **FINANCE SYSTEMS IMPROVEMENTS:** One intern will work to improve Finance Department efficiencies, including implementation of new financial software, an electronic funds transfer payment system, and audit and automation procedures of utility payments, building on last year's energy audit. This is a Finance and Management Services project. Coursework or experience in finance, accounting, computer science, business information systems, public policy, or a related field is desirable. This project is expected to last 375 hours maximum.

#____ Preferred **VIDEO ARCHIVE CATALOG:** One intern will review and catalog video archives, produce and categorize useable clips, and produce a catalog of videos to be used for press releases and news archives. This is a Public Affairs Division project. The primary work location is the District's Environmental Graphics Studio located in Pleasanton. Coursework or experience in video production, broadcasting, graphic design/art, webpage development, public administration, public policy, or a related field is desirable. This project is expected to last 160 hours maximum.

#____ Preferred **GRAPHIC DESIGN STANDARDS:** One intern will create a design standards manual and a sign catalog with photos and specifications to ensure standardized District signage and provide critical data for outside designers who assist with project work during periods of peak demand. This is a Public Affairs Division project. The primary work location is the District's Environmental Graphics Studio located in Pleasanton. Coursework or experience in graphic design is required. Coursework or experience in art, video production, web design, or a related field is preferred. This project is expected to last 375 hours maximum.

#____ Preferred **DATABASE DEVELOPMENT OF RESEARCH PERMITS:** One intern will review permits for various types of scientific research conducted on District land. The intern will obtain summary reports of completed studies and update the database. This is a Planning, Stewardship and Development Division project. Coursework or experience in environmental science or a related field is required. Coursework in biology, natural resource management, independent scientific research, or a related field is desirable. This project is expected to last 375 hours maximum.

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- # ____ Preferred **WILDLIFE INTERN:** Two interns will systematically monitor California least tern and Western snowy plover colonies; participate in long-term Western pond turtle telemetry studies; assist with salt marsh harvest mouse trapping; participate in California red-legged frog and California tiger salamander protocol surveys for Land Use Plans, aid in waterbird nest surveys, assist with pitfall surveys of grassland small mammals, and help with wildlife monitoring of post-treatment fuel break sites. Working alone performing extensive field work in variable weather conditions and the ability to lift 50 pounds are required. This is a Planning, Stewardship and Development Division project. Coursework or experience in environmental science, conservation biology, or a related field is required. Coursework in biology, natural resource management, wildlife management, ecology, or a related field is desirable. This project is expected to last 375 hours maximum for each intern.
- # ____ Preferred **SACRAMENTO PERCH ASSESSMENTS:** One intern will assess Sacramento Perch in Jewel Lake (Tilden Park) and Sincich Lagoon (Briones Park). The intern will collect specimens with clover traps, dip nets and seines, identify fish to species, measure, weigh, determine condition, and collect tissue and scale samples for analysis. This will provide valuable information for Fisheries staff and relocation efforts. The intern will assist with other fish surveys as needed. This is a Planning and Stewardship Division project. The primary work location is the District's fisheries field office located in Berkeley, though the intern will need to drive a District vehicle to assessment sites. Working alone performing extensive field work in variable weather conditions and the ability to lift 50 pounds are required. Coursework or experience in biology, fisheries, or a related field is required. Coursework or experience in aquatic biology, statistics, ecology, or a related field is desirable. The intern must be able to swim, work some nights, and be comfortable using electrofishing equipment. This project is expected to last 375 hours maximum.
- # ____ Preferred **GIS MAPPING AND GPS INTERFACE:** One intern will identify and download utility infrastructure data from Regional Trails corridors, input information into the District's ParkView GIS System, and utilize GPS equipment to inventory and photograph trail culverts, drain inlets, signs, benches, and staging areas. This is an Operations Division project. The primary work location is the District's Pacheco Corporation Yard near Concord. Performing inventory and photography tasks in variable weather conditions and the ability to carry 25 pounds are required. Coursework or experience in digital photography, photo composition, computer science, graphic arts, webpage development, or a related field is desirable. This project is expected to last 300 hours maximum.
- # ____ Preferred **ACTIVENET PERFORMANCE EVALUATION:** One intern will perform an evaluation of the 2012 implementation of the new ActiveNet software program to identify areas for process improvement and additional systems training, create and implement improvement plans, and assist in developing these requisite training items. (Experience with ActiveNet is not necessary. Interested applicants should review the EBParksOnline site at www.ebparksonline.org.) This is an Operations Division project. Coursework or experience in business administration, public administration, recreation, web design, or a related field is desirable. This project is expected to last 375 hours maximum.
- # ____ Preferred **MAPPING INVASIVE PLANTS – LAS TRAMPAS:** One intern will hike Las Trampas Regional Wilderness to identify populations of invasive plants and map those locations with GPS equipment in order to create a plan for control and transfer data to ParkView; assisting staff with a management strategy. This is an Operations Division project. Hiking rugged terrain in variable weather conditions is required. Coursework or experience with plant identification is required. Coursework or experience in botany, plant biology, forestry management, ecology, or a related field is desirable. This project is expected to last 375 hours maximum.
- # ____ Preferred **MAPPING INVASIVE PLANTS – REDWOOD PARK:** One intern will explore watershed land in Redwood Regional Park in order to map and describe site conditions and detail population descriptions of non-native invasive plants such as French Broom. Hiking rugged terrain in variable weather conditions is required. This is an Operations Division project. Coursework or experience in botany, geology, earth science, GPS, GIS or a related field is desirable. This project is expected to last 375 hours maximum.

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#____Preferred **COMPLEX SPECIAL EVENT PLANNING FOR THE 20TH GATHERING OF OHLONE PEOPLES:** One intern will identify event best practices in the areas of: development, implementation, and documentation for succession planning. This is an Operations Division project. The primary work location is the District's Coyote Hills Visitor Center in Fremont. Coursework or experience in recreation, parks, tourism, sociology, anthropology, or a related field is desirable. This project is expected to last 375 hours maximum.

#____Preferred **UTILITY LOCATION AND SHUT-DOWN BOOK:** One intern will utilize GPS equipment, cameras, park maps, and resources from District staff and utility providers to locate, photograph, record, and document water, power, gas, sewer, and phone services within Ardenwood Historic Farm, creating a book with all utility shut-down locations for isolating problem areas. This is an Operations Division project. Walking through brush and rugged terrain in variable weather conditions is required. Coursework in construction, landscaping, GPS, survey/mapping, or a related field is desirable. This project is expected to last 375 hours maximum.

#____Preferred **PARKS EXPRESS DESK MANUAL:** One intern will create a desk manual for Parks Express in order to ensure standard operating procedures for transportation services, special events, and programs coordinated for under-resourced communities. This is an Operations Division project. The primary work location is Redwood Regional Park in Oakland. Coursework in English, math, recreation, history, or a related field is desirable. This project is expected to last 375 hours maximum.

NOTE: Pursuant to the Federal Immigration and Reform Act of 1986, all applicants who are hired will be required to provide proof of identity and appropriate work authorization documents prior to commencement of employment, and all interns selected must pass a Department of Justice fingerprint check. Additionally, interns who work in the Public Safety Unit must pass an additional background investigation.