Name (PLEASE PRINT): _____

Below are six (6) Academic Intern Projects. Please **indicate your preference** by marking #1 in the box of your First Choice, #2 next to your Second Choice, etc. When referring applications to supervisors, we look for a match between the student's qualifications and the project needs.

☐ **Sports & Athletics (Tutor Recruitment – Retention & Evaluation Systems):** A new program the department offers is a Tennis and Tutoring afterschool program named Tennis and Learning Center (TLC). The intern will have the opportunity to develop a strategy for recruitment and retention of qualified tutors for 5 TLC programs. This program targets schools that are underperforming and need academic assistance with their students. We need an outreach strategy that is accompanied by retention and evaluation matrixes and tools. We are looking for best practices used for surveys, evaluations, data gathering and reporting. This position will require a person with strong communication skills (written and oral), the ability to conduct research, analyze and process information and have a strong background in basic computer programs. The Internship worksite location will be at Palega Recreation Center. This project will create a database of qualified tutors that will enhance the services to our afterschool programs and help to support the academic growth of our participants. The locations of these programs help to serve the areas of the City in the equity zones. Additional duties may include, but not limited to attending meetings internal and external associated with the project.

☐ **Park Stat:** The intern selected for this project will learn the reporting functionality of the department's new program registration system, Active Net, and prepare data collection methods for Park Stat, Finance, Strategic Plan, and Recreation Programmer(s) Coordinators. The intern will be required to learn the navigation of the system from the ground up and gain a full understanding of its recreation database reporting functionality, in order to maximize the tool's full potential to work with various divisions to plan reporting based on understanding of business needs, use system to create/schedule reports, and train staff on how to use reporting module. The resulting reports will be used to assess the viability, success and sustainability of new and trending programs in recreation.

☐ **San Francisco Marina:** The intern will collect, organize all marina-specific historical, design and construction documents. Develop specific emergency management and planning documents for the Marina, Marina Green and related tenant areas.   This project will have a centralized document center for all noted marina documents, construction drawings, and emergency planning needs. This will reduce maintenance and construction design research activities and provide site specific emergency planning resources for the Marina. Additionally duties may include archiving, scanning and data collection of all historic tenant files, and related documents.

☐ **TMA/Plan Chart: TMA –** Selected intern will work on scheduling of preventative maintenance items for the Stationary Engineers. Database knowledge preferred/ engineering knowledge desirable but not required. **Plan Chart -** Selected intern will learn the process flow of new blue prints into Structural Maintenance and how they make it to the Chart Room and into a permanent file; re-categorize and dispose of irrelevant and/or obsolete data in the plan room. The project will define and streamline blue print usage and storage. Additional skill set needed: rudimentary project management skills, office suite skills, AUTO CAD would be preferred, advanced knowledge of scanning and data capture.

☐ **TMA/GIS:** Data creation and entry, site and asset field verification. The selected intern will have training in GIS and Asset Management system and process flow for inserting new properties, facilities, and assets into TMA/GIS. Additional training in GPS and mobile data collection. Student Intern will work with interns on data collection and verification using mostly mobile data collection platforms. Duration 4 months. Intern will have experience in GIS and Assets Management Systems (CMMS), preparing web maps for use in mobile applications, using mobile application in a disconnected environment and site verification. Skill set needed: rudimentary project management skills, office suite skills, GIS would be preferred, knowledge of mobile data capture, some familiarity with web mapping.   (An interest in GIS and field data collection are also suitable).

☐ **Young People's Teen Musical Theatre Company (YPTMTC):** The selected intern will implement and create a manual of timeline and procedures/contacts to generate local and national publicity for YPTMTC productions and projects to increase awareness and knowledge of YPTMTC and the offerings for teens through SF Rec & Park.   Work closely with the Director of YPTMTC to assist with the preparation and execution of press performances, photo and video shoots, and all press release materials to increase outreach for program and audiences. Collect and maintain archival materials and transfer to website (photos, programs, testimonials). Create database of alumni and webpage for alumni (where are they now? Include photos, bios, current websites and links). Create and maintain a database of mailing list (physical and email) to notify of auditions, performances, upcoming events, etc. Send out monthly newsletters via mail chimp (or similar). Post regularly on company Facebook, Twitter, social media, etc.