

## The Maryland-National Capital Park and Planning Commission

Class Code 960

CLASS TITLE: INTERN I, GRADE S11

### CLASS DEFINITION/MINIMUM REQUIREMENTS:

Under close supervision, performs technical work in a learning capacity related to any one of the functional areas of the Commission (i.e., Planning, Parks, Recreation, Administration, Finance, Legal). Assignments of the position are provided to further enhance the intern's educational objectives and to achieve the Commission's work program. Work involves the intern's participation in various activities within the functional area of assignment. Performs other related duties as assigned.

### EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Performs research. Collects a variety of data from various sources. Analyzes data to identify trend relationships, levels of activity, and similar characteristics. Assists in planning and facilitation of educational, interpretive, horticultural, or recreational programs or displays. Prepares graphics, charts, diagrams, maps, and other written, tabular, and graphic materials to display data and support findings, conclusions, and recommendations. Attends recreation council, civic association, and other organizational and departmental meetings as a learning experience. Reviews data for accuracy and correcting errors.

### MINIMUM QUALIFICATIONS:

Currently enrolled in college pursuing either an Associate's or Bachelor's Degree or attending a technical school pursuing a professional license in a field of study related to the discipline of the area to which assigned.