



COLORADO COLLEGE

Public Interest Fellowship Program

www.coloradocollege.edu/pifp

Andrea Culp, Director
aculp@coloradocollege.edu
www.CCpublicinterest.com
719.389.6310

Fellowship Job Description

This will be a:

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Summer Fellowship

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Yearlong Fellowship

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Project Based Micro-Fellowship

Organization name (and applicable abbreviations):

City of Colorado Springs Parks, Recreation and Cultural Services Dept

Organization City (primary work location):

Colorado Springs, CO

Website URL:

www.coloradosprings.gov/prcs

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization):

"The Parks, Recreation and Cultural Services Department is the steward of a diverse park system that enriches the community through healthy, active opportunities that engage and inspire."

Anti-Discrimination Statement/Policy:

The City of Colorado Springs does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, familial status, sexual orientation, pregnancy status, veteran status, genetic information, or other protected statuses in employment, services, and programs.

Supervisor Name: John Weaver

Supervisor Title: Asset Supervisor

Fellowship Overview

Job Title (if relevant): PIFP Fellow(s)

Role (or project) Overview:

The PIFP Fellow(s) will support research and analysis of parks-related projects, working closely with senior leaders across subject areas including park design, GIS, recreation, special events, water conservation, and cultural services. This fellowship involves both collaborative and self-directed work, such as field observations and data collection. Additionally, a synthesis of outcomes and insights, in the form of a final presentation for department leadership and the Parks Advisory Board, is required.

Primary responsibilities and expectations of fellow:

- **Writing:** Conducting research and preparing written analyses, such as methods outlines, findings reports, charts and meta-analyses, and etc.
- **Editing:** Reviewing and revising existing department material.
- **Speaking/Presenting:** Sharing findings and project updates with department staff or relevant members of the public.
- **Data Collection & Analysis:** Gathering information, for example, tracking trail usage or vehicle traffic at a park destination and formatting that data into a trends analysis to assess for impacts and outcomes.
- **Asset Inventory Management:** Collecting and inputting park infrastructure data into a computerized asset management system. This may include field collection of asset data or performing quality assurance on exiting asset data.
- **Hands-On Experiences:** Participating in activities such as park evaluations and inventories, supporting public meetings or special events, and etc.

This fellowship combines research, communication, data analysis, and fieldwork, giving participants a broad and practical experience across multiple areas of park operations.

Duration of Fellowship (number of weeks): 10 weeks

Average hours per week: 40 hrs.

Anticipated start and end dates of the fellowship: June to August, 2026

Percentage of in-office work: 50% field work/meetings and office time.

Full physical address of on-site/in-office work:

1401 Recreation Way, Colorado Springs, CO

Percentage of work away from the office (include at home, virtual, or off-site as necessary, and *explain if travel will be required for this role and/or a car and driver's license will be required*):

50% of the workload is field work with staff or self-directed

**A car and driver's license are preferred since field work observations take place across the city. Must have an active driver's license to check-out a city vehicle.*

Details and expectations regarding in-office vs. off-site work? *(i.e. fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)*

A laptop (as well as office docking station with dual monitors) will be provided to each fellow. Much of the work is done in collaboration with in-person staff, making in-office time critical. A majority of the field work can be scheduled in advance or is self-directed (with approval from the supervisor) allowing for remote work flexibility as needed.

Describe a typical week as a PIFP fellow within your organization:

While each summer experience may differ, fellows are based in the Parks, Recreation and Cultural Services Administration office. During the first two weeks, project leaders will meet with the fellow(s) to develop a personalized work plan. Project activities can vary widely, including active and inactive tasks, indoor and outdoor work, and schedules that may include early mornings, late evenings, weekdays, or weekends. The fellow(s) will work with their supervisor to create a schedule that balances student availability with project needs and deliverables.

Wages/Stipend: \$17.29 per hour (additional 28% for seasonal employee benefits)

Additional benefits offered to the fellow:

- Workers' Compensation Program
- Employee Assistance Program (EAP)
- Free Mountain Metro bus access

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

The fellow(s) will build capacity for the PRCS Department by expanding support for high-quality research, data analysis, and field-based assessments to inform strategic policy and operational decision-making. Additionally, the fellow(s) enhance capacity by assisting with hands-on tasks such as park evaluations, inventories, and public events, that otherwise might be limited due to staff availability.

Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:

The fellow(s) will contribute to societal systemic change and direct service to the community by supporting projects that enhance equitable access to parks, cultural services, and recreational opportunities. By conducting research, gathering field data, and analyzing trends students help the department make evidence-based decisions that improve the design and operation of public spaces. These insights contribute to long-term systemic improvements—ensuring parks and programming are safer and more inclusive and investments are better aligned with community needs.

Through hands-on work like park evaluations, inventories, and participation in public meetings or special events, the fellow will also engage directly with residents. This involvement strengthens community feedback-loops and supports more responsive public services. By presenting student findings to leadership, the fellow will help elevate community concerns into actionable policy and planning discussions, ultimately influencing how the city allocates resources and prioritizes projects.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

The fellow can expect strong support and professional development from their supervisor, project leaders, and staff across the PRCS Department. Throughout the summer, the supervisor will provide regular check-ins, feedback, and opportunities to refine research methods, data analysis skills, and professional communication. Additional cross-departmental engagement will provide broad professional development experience, including learning about municipal operations, interdisciplinary teamwork, and the policy implications of their research.

Additionally, the fellow will have opportunities to strengthen public-facing skills through presentations, participation in public meetings, and involvement in special events. The final presentation to department leadership will also serve as a culminating professional development milestone, with support from staff in preparing and refining their work.

Overall, the fellowship provides a mentorship-rich, collaborative environment designed to help students grow in analytical abilities, communication skills, project management, and understanding of the public-sector.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Time management
- Writing (at or above 12th grade level)
- Reading (at or above 12th grade level)
- Data analysis
- Qualitative research
- Quantitative research
- Collaboration
- Problem solving
- Project management
- Strategic thinking

Preferred qualifications, skills, and expectations:

- Environmental science background
- GIS (ArcPro, Field Maps, Survey 123, Story Maps)
- Graphic design
- Public speaking

- Infrastructure data collection and management

Advice or additional information for applicants considering this fellowship:

This fellowship is particularly beneficial to those who want to explore the interworking and duties of local government. If you enjoy the outdoors, want to better understand how a park system benefits the community, or if you would like to explore these interest areas, this fellowship would be a good fit for you.

Information on the department, and City of Colorado Springs, can be found at www.coloradosprings.gov. Attending public meetings, such as City Council and the Parks, Recreation and Cultural Services Advisory board is a great way to be introduced to local government and to see the organization's mission in action.

Supplemental Essay Question

In addition to the three PIFP short answer questions on your application, please add this fourth question to your application when applying for this specific fellowship role. Please keep your response to less than 350 words.

Please explain why you are interested in a position with the PRCS Department, particularly one that focuses on data collection and management to support both short-term decision-making and long-range planning. In your response, discuss what motivates you about this type of work and how your skills or experience align with outlined project goals.