

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

vacant

Work Phone: 608-246-3649

2. Class Title (i.e. payroll title):

Management Intern I

3. Working Title (if any):

AASPIRE Nature Everywhere Intern

4. Name & Class of First-Line Supervisor:

Tanya Zastrow, Garden Director

Work Phone: 608-246-4586

5. Department, Division & Section:

Department of Public Works, Parks Division, Olbrich Botanical Gardens

6. Work Address:

3330 Atwood Avenue, Madison, WI 53704

7. Hours/Week:

Start time: 8:30 am End time: 5:00pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

New position – currently vacant

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10. **Position Purpose:** (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

In August 2023, the National League of Cities and the Children and Nature Network welcomed Madison into the national Nature Everywhere program. This nationwide program strives to create equitable access to nature for all children. The purpose of the Nature Everywhere Internship is to assist in the foundational work to build the Madison Region's Nature Everywhere program. This initiative is managed by a core team of 5 individuals in collaboration with children and nature partners throughout Dane County. This cross-department team includes members from the City of Madison, Dane County, area school districts, elected officials, and area non-profit organizations working together to provide more access to nature for children in our community. The Nature Everywhere Intern will be a part of this exciting initiative assisting in defining the priorities for this program.

11. Position Summary:

The Nature Everywhere Intern will work alongside the Nature Everywhere Madison Region core team to complete the identified program goals for 2024. The primary responsibility will be to conduct three comprehensive assessments to gain insights into the opportunities and challenges related to creating equitable access to nature in the greater Madison region.. These assessments include a Stakeholder Assessment, Program and Experience Assessment and a Policy Assessment. Working closely with the Nature Everywhere core team and national technical advisors, theNature Everywhere Intern will lead various aspects of the assessments including data collection, stakeholder outreach, data interpretation and data reports. Additionally, the Nature Everywhere Intern will participate in meetings with the national technical advisors, core team, and the local children and nature partners. The Nature Everywhere Intern will be actively involved in collecting and analyzing data to help shape the future of this initiative. The position is based out of Olbrich Botanical Gardens, but will have the opportunity to work alongside other government agencies, non-profit organizations, school districts, and more.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

Duties and Responsibilities:

45% A. Program Development

1. Review and update existing stakeholder and program assessments.
2. Identify and document new organizations or programs that are not in the assessment.
3. Conduct a review of policies that hinder or assist with connecting children to nature efforts.
4. Compile assessment results into detailed reports and maps (if applicable).

30% B. Program Administration

1. Coordinate local Nature Everywhere meetings and reserve meeting spaces.
2. Assist in meeting agenda development
3. Record and distribute minutes for meetings.
4. Send out meeting invites and other related email communications to the Nature Everywhere stakeholder group.

25% C. Other Duties

1. Serve as a member of the Nature Everywhere Core Team and attend both local and national Nature Everywhere meetings.
2. Attend the National Nature Everywhere Conference if internship begins before May 28, 2024.

13. Primary knowledge, skills and abilities required:

- Able to communicate effectively with stakeholders and conduct interviews with them.
- Working knowledge of English composition, spelling, grammar, etc. in order to create email communications, meeting minutes, and invitations.
- Working knowledge of office equipment, software including email, Zoom, Google workspace apps like Doc, Sheets, and Drive, and MS Office.
- Ability to gather, organize, review and report information regarding organizations and their programs that work with children in nature.

- Experience, education or interest in environmental education, science-based education, environmental planning, parks and recreation, or other related fields.

14. Special tools and equipment required:

- GIS Mapping skills desired, but not required.

15. Required licenses and/or registration:

NA

16. Physical requirements:

This position is primarily office based using a computer and phone. This position will also require travel to and from meetings.

17. Supervision received (level and type):

Direction and supervision provided by the Garden Director. Work prioritization and direction done in collaboration with the Nature Everywhere Core Team

18. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☒ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
- ☐ I have been provided with this description of my assignment by my supervisor.
- ☐ Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.