



Austin Parks Foundation

Fall 2018

Please give a brief description of your duties.	What value do you feel you added to the organization during your internship?	Did this internship meet your expectations? Why or why not?
<p>Community Outreach</p> <p>Support for Ambassador program:</p> <ul style="list-style-type: none"> - Identifying community or corporate events that align with our mission, for participation by Ambassadors - Create events in APF's volunteer management tool (GivePulse) and help maintain Ambassador calendar <p>Support for Park Design Services:</p> <ul style="list-style-type: none"> - Support Park Developer with community input events (surveying, gathering data, and creating reports from the neighborhood input around planned park improvements) <p>Other Programs Support Functions</p> <p>Support Programs Coordinator</p> <ul style="list-style-type: none"> - Assist with preparing materials and updating paperwork during the grant selection process 	<p>I was their very first programs intern so we both were learning at the same time. It was a great learning experience for both the organization and myself. I feel like I was very helpful and completed my tasks by the deadlines. I also created various templates that they can use in the future for meeting reports and summaries.</p>	<p>Yes, I was hoping to find an internship that would give me a firsthand experience in a professional work setting and this organization was able to do just that! I learned a lot of new things related to how a non-profit organization operates and the work that is being done every day to meet the community's needs.</p>



<ul style="list-style-type: none"> - Assisting with grants & advocacy workshops, and assist with preparing materials for meetings with council members <p>Support Volunteer Coordinator</p> <ul style="list-style-type: none"> - Support Volunteer Coordinator to create projects in GivePulse (volunteer management platform) - Create volunteer project forms submitted to the Parks and Recreation Department <p>Support Community Engagement Manager (CEM)</p> <ul style="list-style-type: none"> - Assist with preparing materials and organizing volunteer events for It’s My Park Day - Join CEM to meet with prospective and current park stewards as part of the Adopt-A-Park program" 		
<p>Would you recommend this internship to another student? Why or why not?</p>	<p>If you could change one thing about your internship experience, what would it be and why?</p>	<p>Please provide any additional information regarding your internship that you feel students should know.</p>
<p>Yes, everyone I worked with was really nice. The organization is made up of a small team of about 15 people, so if you are looking to work in this type of setting, this is a great opportunity for that. I felt welcomed and supported throughout my internship. One of</p>	<p>I think sometimes school was a little stressful that I struggled to balance the work at school and at the internship. Sometimes I felt like I wasn't doing my best work at the internship because I was tired or</p>	<p>Everyone in the office is super awesome! We also write a lot of thank you notes/cards for our donors/volunteers/etc. to say thank you for their contributions to the organization. The office is also really</p>



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<p>my favorite things was the freedom that I was given to take over certain tasks and duties. They trusted me to do my work and I appreciated that. I felt encouraged to ask questions and to participate in all the events that had going on.</p>	<p>worried about school. Next time, I will try to work better on my time management to make sure that I am doing the best that I can at the internship.</p>	<p>new and you'll get your own desk! It's a small team, but everyone does a great job to make sure that the organization is running smoothly. You will be able to work on a lot of different projects at various parks. I was able to drive around Austin a couple times and visited a few parks. I also block walked and spoke to the community about the organization and the programs offered.</p>
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