



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Intern	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> N/A \$20/hr
<b>Reports to:</b> Project manager level staff	<b>FLSA Status:</b> Non-exempt
<b>Effective Date:</b> April 22, 2025	<b>Union Status:</b> Non-represented
<b>Job Class:</b> 1737	<b>Location:</b> CCAD

### Summary

Provides a variety of short-term assistance in support of the Cape Cod Commission's programs while gaining practical skills and experience in a professional work environment.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assists with various entry-level type tasks across Commission program areas including planning, natural resources, transportation and geographic information systems. Assists in developing an inventory of outdoor recreation assets across Cape Cod.

Attends meetings, takes notes, drafts meeting summaries, and contributes to Commission projects. Compiles and disseminates information on the region's resources, issues, challenges and opportunities, as assigned by supervisors. Attends outdoor recreation planning meetings and visits outdoor recreation sites to collect information on site offerings and amenities.

Conducts research typically through internet searches and/or email or verbal communication with others. Collects, enters and analyzes data using a variety of computer software programs. Develops data visualizations. Locates and reviews outdoor recreation resources, such as town open space and recreation plans and land trust websites, and drafts outdoor recreation asset descriptions. Coordinates with Commission staff and project partners to gather information. Enters field information into a database.

Performs similar or related work as required, directed or as situation dictates.

### Supervision Received and Exercised

Works under the daily supervision of the appropriate program manager.

### Qualifications

#### Education and Experience

Minimum of High School Diploma or General Educational Development (GED). Prefer two or more years of experience in a Bachelor's Degree program in planning, architecture, engineering, geography, environmental science, or related program.

*Knowledge of:* various subject areas as may be appropriate including regional planning and environmental science; knowledge of the Cape Cod environment helpful.

*Ability to:* receive and follow instructions, organize for daily assignments.

*Skill:* organizational and communication skills; working knowledge of computer programs used in a typical professional setting such as Microsoft Office programs.



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*Required Licensing/Certification:* A valid U.S. Driver's License may be required

### **Job Environment**

Most work is performed in a typical office environment; occasional field work as may be appropriate. Operates a computer and general office equipment; may operate an automobile.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required for work performed in the office; light to moderate physical effort required if conducting field work. Position requires the ability to operate a keyboard and general office equipment. Conveys information in meetings with staff. May operate automobile to perform County-wide travel.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*