



Shelby Farms Park and Greenline are managed and operated by the 501(c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

**Title:** Operations Intern

**Supervisor:** Linda Brashear, Director of Operations

**Purpose:** To assist the Operations team, including manual writing

**Hours and duration of internship:** As assigned by University requirements

**Brief position summary:** The operations Intern will act in an 'assistant' role to the Operations team

**Responsibilities:**

Assists in planning and executing Operations goals

Creation of Park Operation manuals

**Requirements and Qualifications:**

Experience with Microsoft office (excel, word, etc.)

Intermediate to advanced writing skills

Intermediate to advanced organizational skills

Driver's license & personal vehicle

People/conversational skills

Ability to manage multiple projects as needed

Ability to work as part of a team

A positive attitude

To apply, students should fill out the online form found at this site:  
[www.shelbyfarmspark.org/internship-opportunities](http://www.shelbyfarmspark.org/internship-opportunities).