Community Summary:
Bloomfield, Indiana is a small town located in rural Greene County, Indiana. The town proper has a population of approximately 2,500 however many residents live outside the town boundaries. Located approximately 26 miles southwest of Bloomington, Bloomfield is the county seat and the second largest community in the county. Bloomfield’s government is organized by a three member town council. Nestled in the hills of southwest central Indiana, Bloomfield is home to the longest running summer theatre in the state (Shawnee Theatre), the third largest train trestle in the nation (Tulip Trestle), Walnut Grove Premium Spring Water, rich farm land, and Hi-Lift Jack Company.

Position Summary:
The extern will assists in all facets of park master planning, design principles and practices as related to park programs and assist in management of the community pool with a goal of updating the current five year park plan for the Town of Bloomfield.

Supervision:
Under general supervision of the Town of Bloomfield Board of Directors (Town Council), Bloomfield Park Board and Pool Board. Daily supervision will be the responsibility of the park and pool board chairman.

Essential Functions:
1. Work with the Town of Bloomfield Park Board, Pool Board, and Town Council to review and evaluate the current Master Park Plan goals and objectives, and make recommendations for the new comprehensive Master park plan (new plan)
2. Assists Pool board and pool manager in operations of the community pool to better acquaint themselves with the community and community needs.
3. Prepare detailed improvement plans including technical specifications for the new plan.
4. Participate in and/or conducts necessary community information gathering meetings and make presentations to public the public to provide information about citizen involvement programs as necessary.
5. Creates presentation materials, maps, and other design development as needed for the new plan.
6. Assembles and evaluates data, information, and maps related to community growth to coordinate project design and construction elements with user groups, other town departments, agencies, and the general public.
7. Utilizes necessary computer software applications to produce graphic plans, working drawings, specifications, reports, and other documents such as project files, reports, plans, and maps necessary to complete an updated new plan.
8. Prepares verbal and written reports including public presentations as necessary.

9. Works with Park Board, Pool Board and Town Council to evaluate existing parks, define deficiencies and make recommendations for designs or contracts for improvements to facilities and includes these recommendations in a new comprehensive master park plan to be adopted by the Town of Bloomfield.

**Qualifications:**
The successful applicant will need experience and/or coursework in parks and recreational planning. This includes but is not limited to possessing a working knowledge of park, open space, and recreational planning issues, principals, methods and techniques with specialized knowledge of site master planning, site design, capital improvements programming.

**Compensation:**
Compensation scholarship through the Indiana Sustainability Development Program. The intern will work full time for 10 – 12 weeks beginning late May and run through the August as necessary to complete the comprehensive five year master park plan.

**Feedback and Evaluation:**
The intern will be given regular feedback and support from Jim Medina (Park Board President) and Sophie Haywood (Pool Board President). The Town Board President, Scott Yoho, may also provide input on progress and performance. Success in the internship will be determined by the timely completion of the comprehensive five year master park plan. The intern should learn how a town identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.