

**Fulton-El Camino Recreation and Park District**  
**MEMORANDUM**

From: Roy Imai, GAprilR24y 2006Manager  
Fulton-El Camino Recreation and Park District  
Job Title: **Park Planning Interns**  
Date: April 24, 2006

Fulton-El Camino Recreation and Park District is planning to update three of its park master plans this year from July through December. The District desires to hire two interns on a part-time basis, up to 20 hours per week, for approximately six months.

**Job Title:**  
Park Planning Intern

**Location:**  
Fulton-El Camino Rec. and Park District, 2201 Cottage Way, Sacramento, Ca. 95825

**Job Description:**  
Participate in meetings, conduct field research, gather information, update park plans, plan and participate in public hearings, prepare handouts, prepare and distribute surveys. Identify needed changes to the parks, prepare conceptual park master plans, quantify improvements and cost estimates, and prepare draft and final park master plans for Howe, Cottage, and Bohemian Parks.

**Education and/or Experience Required:**  
College interns, preferably Junior or Senior level Landscape Architect students.

**Responsibilities:**  
Mr. Imai will function as the Project Manager / Park Planner and oversee the activities of staff and interns that will be involved. The interns will be expected to work closely with Mr. Imai's guidance and conduct research, data gathering, analysis, prepare plans and documents, prepare the final master plans as directed, and perform other duties as needed to complete the projects.

**Compensation:**  
Interns will be paid an hourly rate between \$10-\$12 per hour depending on prior experience, skill, and capability.

**Contact Information and deadline:**  
If interested, submit resume and samples of work to Roy Imai, General Manager to [rimai@fecrecpark.com](mailto:rimai@fecrecpark.com) by 5/16/06.