



PORTLAND PARKS & RECREATION SM

Healthy Parks, Healthy Portland

Internship/Planting the Seed ORPA Capstone Project





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Horticulture





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Volunteer Work Party





Intern definition: Students, recent graduates, or work experience participants in a structured program that provides hands- on experience in a particular field. The primary goal of an internship is to provide practical experience and exposure to the field, develop skills, and build a professional network. I choose Outside-In because of their services to homeless marginalized youth.



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Outside In

503.538.3800 info@outsidein.org

Outside In

Health Services Behavioral Health Services Young Adult Services About Us

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Anna

Outside In has been there for me at my lowest, giving me support and strength in my recovery.

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Outside In

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Grow Our Own

- *Because youth are employed for such a short period, there is not time or capacity to engage in professional development, learn more about the bureau and careers in parks and recreation, and connect with staff outside their immediate workgroups.



Grow Our Own

- * This includes expanding partnerships with organizations. The Talent Engagement and Development Team will lead the bureau in expanding current summer and year-round internship opportunities, especially those that focus on community youth. The team will also connect interns to future employment opportunities within the bureau, support PP&R supervisors as they develop internship job opportunities and facilitate professional development and networking opportunities for interns.



Staff Feedback

- **1. Provide Clear Expectations & Resources**
 - Offer a mentor guide or training session on best practices.
 - Define the mentor's role, responsibilities, and goals for the internship.
 - Provide a structured onboarding process for both mentors and interns.
- **2. Check In Regularly**
 - Schedule periodic check-ins to discuss challenges, successes, and needed support.
 - Create an open channel for mentors to share concerns or seek advice.
 - Encourage peer support by connecting mentors with others in similar roles.



Feedback



3. Offer Recognition & Appreciation

- Acknowledge mentors' efforts in meetings, Paydirt, or emails.
- Provide thank-you notes or small tokens of appreciation.

4. Support Their Development

- Offer mentorship training or leadership development workshops.
- Provide opportunities for mentors to reflect on their experiences and learn from others.
- Encourage mentors to set personal goals for their mentorship experience.



Feedback



5. Help with Intern Management

- Ensure interns are prepared with basic skills and knowledge before starting.
- Assist with conflict resolution or difficult intern situations.
- Offer administrative support for scheduling, evaluations, and program logistics.

6. Gather Feedback & Make Improvements

- Ask mentors for input on how to improve the intern program.
- Act on feedback to address concerns and refine the mentorship process.
- Create a community where mentors can share experiences and ideas.



Questions to supervisors

- How familiar are you with the “Grow Our Own” program?
- If you are familiar, have you proposed it to your staff?
- Could your staff benefit from an intern, particularly marginalized youth?
- What would be the biggest barrier to a collaboration?
- If you have been a mentor to an intern, did you receive enough support from the bureau to succeed? What worked and what didn’t?
- What would prevent you from having an intern?



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Career Spotlight





Paydirt article



PayDirt | Employee News FROM PORTLAND PARKS & RECREATION



MicroMainReplacement Asset Management team from left to right: Tiana Bochsler, Kaori Liebhardt, Damon Eisenach, Chris Dennis. Not pictured: Chris Silk

A steering team of managers meets every other week to make consensus-based scope decisions. Additional subject experts are consulted as needed. For example, Darryl Brooks assisted with mechanical work order fulfillment process mapping; Jack Hoover, Dario Garcia, and Rory Read assisted with parts inventory and invoices; Tonya Booker, Sarah Epstein, and Anthony De Los Reyes assisted with the Park Peer Review process.

Second, once our needs for a new system are identified and prioritized, the Vibrant Communities Support Services Information Technology (VCSS IT) team will lead an acquisition process working with the Bureau of Technology Services and Procurement. It takes a village to set us up for success. The entire bureau will work together to implement a new system and workflows so that MicroMain can retire with dignity.

Director Long serves as the executive sponsor of the project. Guiding values of the project include prioritizing ease of use for frontline users, standardizing practices, and providing transparency of work progress. These are as much about process as they are about software.

The bureau has over 400 MicroMain users and

manages over 30,000 work orders per year. We aim for the replacement of this mission-critical system to be easier to use, include mapping, and to support improved and transparent workflows. Full implementation will involve many changes for us to navigate together. Some of the improvements may not need to wait until the new software is implemented. Please contact the Asset Management team, your division representative, or consult the [Work Order Resources](#) webpage for the latest project information.

Become a Career Mentor for Youth

By Kirsten Provenzano, East Zone

As part of my capstone project for the Oregon Recreation and Parks Association (ORPA) [Leadership Academy program](#), I am collaborating with Workforce Development on a career mentorship program for youth.

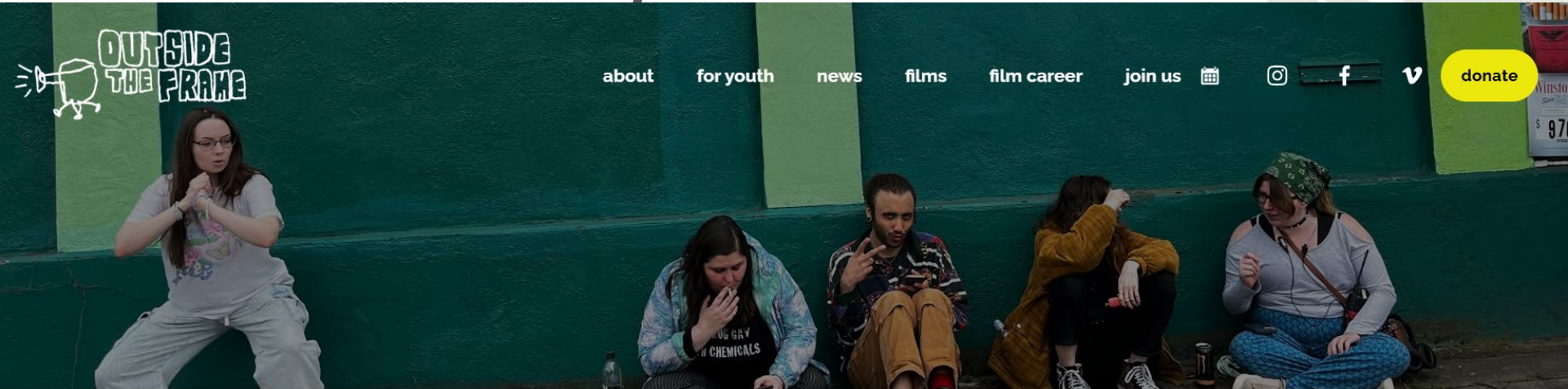
We have been working with [Outside In](#), a nonprofit that provides career development for houseless, often marginalized youth, who are transitioning into adulthood. The Workforce Development team has developed a hidden gem of a program, Grow Your Own, to allow for mentorship opportunities. With their help, I would like to invite you all to take a minute and see if you or your team would be interested in being a career mentor for youth who are interested in our professions. There are many opportunities to work within your work schedule. The goal is to curate the next generation of parks and recreation professionals and share how our careers are fun and fulfilling and provide an opportunity to make a living wage with benefits. Mentoring an intern aligns with the City of Portland core values and can make a positive difference in a young adult's life. I am looking for highly motivated work units from all departments. Any team, from



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Outside the Frame/Film collaboration



workshops, labs, and more

OTF is open for weekly programming until April 11th.



Intensive Film Workshops

+

Tuesdays - Weekly Workshops

+

Fridays - Open Lab

+

Equipment Training & Checkout

+



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Questions and Discussion

