

EXCLUSIVE OPPORTUNITY FOR STUDENTS AT SAINT MARY'S COLLEGE OF MARYLAND

Signature Honors Internship Program (SHIP)

Internship for Academic Year 2023-2024

Organization: Tri-County Council for Southern Maryland

Internship position title: Bicycle/Pedestrian Mapping Manager

Location: off-campus

Employer Address: 15045 Burnt Store Road, Hughesville, MD 20637

Internship mentor (supervisor) name: Jessica Richards

Internship mentor title: Regional Transit Coordinator

Internship mentor email: jrichards@tccsmd.org

Internship mentor phone number: 240-682-1108, 301-535-3045

Overview of projects, deliverables, and daily responsibilities:

- The Bicycle/Pedestrian Mapping Manager is a hybrid role for someone interested in transportation, active recreation, urban planning, green spaces, accessibility, GIS, or public administration and politics. Apply your classroom knowledge to the real world of transportation and infrastructure!
- The purpose of the project is to develop a comprehensive mapping of bicycle- and pedestrian-friendly routes in the Southern Maryland counties of Calvert, Charles, and St. Mary's and to make recommendations of upgrades to the existing network. Each of these counties has some documentation of existing facilities that include road shoulders, sidewalks, and multipurpose trails. The intern will, with mentoring support, work with staff in the three counties and the Tri-County Council to complete this mapping of existing facilities and map planned upgrades and expansions to the network. Where necessary, the intern will make site visits to identify existing system gaps and locations where repairs and upgrades, or changes in road use are recommended. These site visits will further inform the mapping process, and notes will be made when a sidewalk or trail appears to be complete and clear on a map or by satellite but is in fact, unusable to some or all populations.

- The intern will need to use county and State of Maryland mapping tools and property ownership definition and satellite imagery to spot potential neighborhood connectors. These connectors would make sidewalks and trails more usable by cutting the distance between two points, thus making walking or biking a more viable mode of transportation. Trail connections will not only improve recreational use, but also improve economic outcomes for those without access to a personal vehicle.
- The intern will assist in a strategic communication plan to the general public and to local officials. This will include identifying target audiences, providing context relating to that audience, releasing information to appropriate mediums, and determining the most appropriate messengers to achieve intended outcomes.
- The intern may assist in finding grants to fund additional studies or to improve the outcome of this one, time permitting.
- The intern will learn about the interplay between infrastructure projects and government affairs.
- Deliverables will consist of maps for each county highlighting current bike/ped routes by type and updates planned by the county, map overlays showing proposed system upgrades by type (such as widened shoulder, new sidewalk or trail, improved intersection), and documentation of how this mapping was performed (including source documents and officials consulted).

Description of training and mentoring: including onboarding and orientation

- Mission and policy guidelines of Tri-County Council for Southern Maryland, and its transportation advisory activities for the counties of Calvert, Charles, and St. Mary's.
- Introductions to municipal, county, and State of Maryland partners such as, State Highway Administration, Maryland Department of Planning, Calvert County, Charles County, St. Mary's County and departments within, such as Economic Development, Public Works, Parks and Recreation, The Metropolitan Planning Organization, Town of La Plata, and nonprofit partners such as Southern Maryland Active Recreation Transportation Alliance, Patuxent Land Trust, East Coast Greenway, Rails to Trails, Chesapeake Climate Core, among others.
- Introductions to personal and business contacts who operate in your area of interest.
- Demonstrate principles of public administration in real-time.

- Provide briefings and documents relating to standards for bicycle and pedestrian facilities.
- Coaching on public speaking principles and general communications best practices, as well as standard office practices.
- The mentor will assist you, informally, in creating a viable career strategy based on your interests and will connect you with JobSource Partners to provide more in-depth career coaching.
- The Regional Transit Coordinator will provide letter(s) of recommendation and may serve as a future employment reference at the request of the intern.
- Assistance in creating internship artifacts.
- Provide current documentation of bicycle and pedestrian facilities and planned facilities in the Tr-county area.

Required qualifications:

- Familiarity with Graphical Information Systems
- Ability to conduct independent research.
- Ability to do on-site assessments of bicycle/pedestrian facilities and to identify gaps and shortfalls in existing infrastructure such as unsafe crossings and suitability for use by people with disabilities.
- Skills to communicate, or a willingness to improve communication skills, and provide reports and information to staff at multiple organizations both verbally and in writing.
- Good organization and documentation skills
- Ability to map and document transportation networks

Preferred Qualifications:

- Access to a personal automobile
- Interest in walking, running, or cycling
- Strong desire to learn and grow
- Interest in transportation, government affairs, strategic communications, nonprofit management, policy development, or public administration.

Internship work location: Hybrid

This internship will occur during the following periods: Summer 24

Internship Start Date: Negotiable, May 6th - August 23 (16 Weeks)

Hours per week: 25

To be considered for the position, please submit a resume on Handshake or email your resume to Jessica Richards at jrichards@tccsmd.org.