

2017 NYC INTERNSHIP PROGRAM

PARKS & RECREATION-010

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AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing dozens of parks in neighborhoods across the city with the greatest needs—35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Fall Field Day. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The Greenbelt Nature Center, a 5440 square foot facility in the heart of the Staten Island Greenbelt, is home to dynamic programming for toddlers through seniors throughout the year and is a vital resource for hikers, visitors, and local community members. During the summer, the Greenbelt Nature Center hosts a Mini Camp for children ages 3-5 with their caregiver, art workshops, a diverse array of "Into the Outdoors" public programming, volunteer stewardship events, meetings, and facility party rentals. During the summer of 2016, the Greenbelt Nature Center will be offering a series of "Weekday Warriors" afternoon outings providing active, hands-on community service opportunities maintaining the trails and grounds. While not actively engaged in programming, we will also be doing the behind-the-scenes planning for our monthly homeschool series and other upcoming programming. Additionally, the nature center is anticipating an increase in visitors and needs assistance with facilitating the use of exhibits, audio tour, and activities to maximize the nature center experience for our hikers and patrons.

POSITION TITLE

Greenbelt Nature Center Program Development Intern

INTERNSHIP RESPONSIBILITIES

Program Development

- Identify websites, activities, and other resources that will enrich and enhance homeschool programs, public programming, and class trips

nyc.gov/internships

- Assist with the needs assessment and procurement of supplies for upcoming programs and initiatives

Program Assisting

- Assist with summer school class trips, early childhood programming, and public programming at the Greenbelt Nature Center
- Assist in running an afternoon groundskeeping volunteer event series:
 - Explain and demonstrate basic tool use and safety techniques related to basic trail maintenance (woodchipping trails, removing invasive plants, etc.) and groundskeeping (watering plants, weeding, etc.)
 - Distribute and collect watering cans, gloves, rakes, hand pruners, etc.

Facilities Management

- May assist in matters related to light bulbs, painting, inventory and procurement of supplies as the facility prepares for its Fall Benefit in September
- Serve as an Interactive Docent at the Greenbelt Nature Center:
 - Answer basic patron inquiries regarding Greenbelt trails and programs
 - Interpret the exhibits emphasizing the plants and animal species that live in the Greenbelt
 - Introduce visitors to the resident reptiles who live in the nature center: Pip (Eastern Box Turtle) and Cornelius (Corn Snake)
 - Facilitate the use of exhibits such as the Trylon wall, Discovery Tree, large interactive puzzles
 - Provide general office support [i.e., copying and collating materials] as needed

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Experience with web-based research
- Strong interest in learning standards and curriculum development
- Keen eye for graphic layout/design
- Strong communication and interpersonal skills
- Experience in a fast-paced, team-oriented environment
- Experience interacting with the public and with volunteers
- Knowledge of the local environment
- Interest in environmental education and/or ecological restoration

ADDITIONAL INFORMATION

This position is a unique opportunity and is great way to gain experience in environmental education, volunteer management, and ecological restoration. This position reports to the Nature Center Coordinator.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY

Unpaid