

2018 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-045

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AGENCY DESCRIPTION

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, the Mayor's office has funded a number of equity initiatives including:

Community Parks Initiative

NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing 67 parks in neighborhoods across the city with the greatest needs—with a number from the original 30 opening in 2018, more than half are in construction.

Parks Without Borders

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 public realm.

Anchor Parks

Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

The work of the agency goes far beyond the maintenance of New York City's parks. 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, Street Games, 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 NYC 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

GreenThumb provides programming and material support to over 500 community gardens in New York City. Workshops, which are the access point for supplies, are held every month of the year, covering gardening basics to more advanced farming and community organizing topics.

GreenThumb gardens are located in all five boroughs in the city. Some are green spaces meant for relaxation and as a community meeting space, others are full-fledged farms, and many are a mix of the types. The volunteer gardeners are the backbone of our program and are of diverse ages and backgrounds.

POSITION TITLE

Greenthumb School Garden Intern

INTERNSHIP RESPONSIBILITIES

- School garden outreach and support including site visits, technical and organizing support
- Data entry of information that is collected using the GreenTool for school garden integration site visits
- Assist with workshops for school gardens including, set-up and breakdown as well as documentation (photos and sign in sheet delivery/collection)
- Assist with communications tasks including website postings, social media postings and e-mail notifications to school gardeners

- Research relevant articles and news for social media posts 3-5x/week
- Research relevant articles, events, curricula, grants etc. to update website 2x/week
- Check Grow to Learn's inbox, answer inquiries and/or forward requests on to appropriate staff
- Assist in the development of monthly newsletters
- Assist with special events and workshops as needed
- Assist with new Grow to Learn online content, such as toolkits and training videos

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Bachelor's degree or equivalent experience.
- Enthusiasm for and experience with community gardening/horticulture.
- Fluency in Spanish is a plus.
- The ability to work independently and with others
- Dependability, flexibility, and ability to take initiative
- The ability to meet deadlines
- Proficiency in Photoshop, Illustrator, or InDesign preferred
- Must be willing to work flexible hours including weekend and work outside.
- Ideal candidate is a skillful communicator, comfortable with email, phone, and in person conversations with a variety of colleagues and partners.

ADDITIONAL INFORMATION

Work Environment:

The intern will work as part of the GreenThumb and Grow to Learn field teams along with outreach coordinators, operations coordinator and the office staff at the GT and GTL Offices located at 100 Gold Street in Suites 3100 and 3300 respectively. The field work locations will be various sites citywide, with the majority of the sites located in Brooklyn, Manhattan and the Bronx. The intern will also spend some time in the office for record keeping, communications and administration related to the field work and other projects.

Must be able to work from: Monday, June 4th to at least August 17th.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid