



NYC Parks

# NYC Parks Fellowship & Conservation Corps Program

## *Support New York City's Parks and Natural Areas!*

The NYC Department of Parks and Recreation is seeking motivated and energetic applicants to become the next generation of leaders dedicated to public service and to protecting and enhancing New York City's parks and natural resources. This new program is a paid 40-week public service commitment that features professional placements throughout a diverse and dynamic city agency, as well as an ongoing seminar series featuring career development opportunities and service projects. NYC Parks manages 29,000 acres, nearly 15% of New York City, including 2,000 parks and playgrounds, 14 miles of beach, and 10,000 acres of natural areas. For more information about NYC Parks, or to download an application, visit our website at [www.nyc.gov/parks](http://www.nyc.gov/parks). We are an Equal Opportunity Employer.

### ***Corps Member Placement Opportunities***

- Hands-on restoration of natural areas including forests, marshes and trails damaged by Hurricane Sandy.
- Special projects and support for NYC Parks' marketing, budget, legal or other administrative divisions.
- Supporting environmental education programs for New Yorkers of all ages.
- Leading community engagement efforts, volunteer restoration projects, or greening and clean-up events.
- Surveying and mapping natural areas using Geographic Information Systems (GIS).
- Connecting New Yorkers to fitness programs, recreational opportunities and special events.

### ***Preferred Skills***

- A bachelor's degree from an accredited college or university.
- Interest in New York City and its parks, public service, urban planning or the environment.
- Ability to meet deadlines, prioritize tasks, and take initiative on projects.
- Strong communication skills, including written, oral, and presentation abilities.
- Strong leadership skills and a willingness to work as a member of a diverse team.
- Willingness to work outdoors and in inclement weather.

### ***Program Features & Compensation***

- The 40-week fellowship program begins **September 9, 2013** and ends **June 13, 2014**.
- Corps Members will be paid an hourly wage of \$18.00 and are eligible for health insurance after 90 days from start.
- Participants will take part in a multi-day orientation and ongoing service projects that include an introduction to all Parks divisions and hands-on work, such as removal of invasive species, park inspections and more.
- Corps Members will benefit from ongoing professional development and career counseling opportunities.

### ***Program Requirements***

- Ability to understand and be understood in English.
- Ability to work at least 35 hours per week, including occasional evenings and weekends.
- Candidates that are not current City residents are required to establish City residency within 90 days from hire to meet the NYC residency requirement.

**Please note:** The Corps does not provide student loans, financial aid, or scholarships. Housing is not provided.

### **2013–2014 Application Process Timeline**

May 1, 2013: Applications are due by midnight (Eastern Standard Time).

May 2013: Applicant interviews.

June 2013: All applicants notified of their status.

**APPLICATIONS ARE DUE WEDNESDAY, MAY 1, 2013 by midnight EST. Late applications will not be considered.**

Please submit a completed **application form**, **typed questionnaire**, and **résumé** via email to: [conservationcorps@parks.nyc.gov](mailto:conservationcorps@parks.nyc.gov). Applicants are also invited to submit an academic transcript and one letter of recommendation (optional). Applicants are encouraged to visit our website at [www.nyc.gov/parks](http://www.nyc.gov/parks).

For more information, please contact:

Samantha Pedreiro, Assistant to the Commissioner  
Department of Parks and Recreation  
City of New York  
Phone: (212) 360-8103  
Email: [conservationcorps@parks.nyc.gov](mailto:conservationcorps@parks.nyc.gov)



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# NYC Parks Fellowship & Conservation Corps Program Application Form, 2013–2014

## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Apt.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_ Apt.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Secondary Email Address: \_\_\_\_\_  
 Driver's License:    Y    N  
 How did you hear about this program?

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## EDUCATION INFORMATION

Highest Level of Education you have attained:  
 Name of Educational Institution:  
 Graduation Date / Expected Graduation Date (MM/DD/YY) (Optional):  
 Degree Obtained / Expected (Optional): \_\_\_\_\_ Major (Optional): \_\_\_\_\_

## EMPLOYMENT INFORMATION

Have you ever been employed before?    Y    N            Full-time:    Y    N            Part-time:    Y    N  
 If yes, please list your most recent job(s).

Job Position/Title	Employer	Dates

## NYC PARKS USE ONLY

Reviewer Initials: \_\_\_\_\_ Review Date: \_\_\_\_\_

### ***Application Items Received (check all that apply):***

Application Form             Application Questionnaire             Resume

### ***Interview Status***

Interview Recommended:    Y    N            Interviewer Name: \_\_\_\_\_

Notes:

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3. Describe a time you have worked as a member of a team.

4. What are some of your future career goals or aspirations? How do you hope that this program will prepare you for your future education or career goals?

5. If you would like to tell us anything else about yourself, please use the space below (optional).



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# NYC Parks Fellowship & Conservation Corps Program Application Checklist, 2013–2014

All applicants to the NYC Parks Fellowship and Conservation Corps Program must complete the **application form, questionnaire, and application checklist**, and submit their typed application by email to [conservationcorps@parks.nyc.gov](mailto:conservationcorps@parks.nyc.gov). Applicants may also submit additional application information, including an unofficial transcript and a letter of recommendation (optional). Letters of recommendation should clearly identify the applicant's name and include the author's contact information. The letters may be submitted by the applicant or by the author on the applicant's behalf, and should be submitted by email.

**Applications are due by May 1, 2013 at midnight EST.**

Application Form

Application Questionnaire

Résumé

Academic Transcript (Optional)

One Letter of Recommendation (Optional)

Name, title, and contact information of person composing recommendation:

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Please indicate how your recommendation (optional) will be sent to NYC Parks:

Included in this email application

Being mailed separately by person composing recommendation



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# NYC Parks Fellowship & Conservation Corps Program

## Applicant Interest Form

On a scale from 1 to 5 (1 being NOT AT ALL, 3 being MODERATELY, and 5 being VERY), please rank your interest in or ability to perform the following tasks by marking the corresponding number. **Note: Not all divisions will have availability, but we will do our best to try and match participants' skills and interests to the available placements.**

	NOT AT ALL		MODERATELY		VERY
	1	2	3	4	5
<b>1. Arts and Antiquities</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

The Art and Antiquities Division maintains over 800 monuments and pieces of art, organizes temporary exhibitions of contemporary art at sites across the city and shows in the Arsenal Gallery, responds to research queries from scholars and the general public, and produces historically-based content for the agency.

<b>2. Borough Operations and Administration</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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Each borough office works to provide clean, safe, functional and attractive parks and playgrounds for the public's use and enjoyment. In addition to their maintenance responsibilities, the borough offices have significant responsibilities for capital projects, community relations, and special events. The borough offices also use data to implement a range of initiatives designed to improve park quality, efficiency, and effectiveness.

<b>3. Capital Projects</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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The Capital Projects Division is responsible for redesigning and rebuilding park sites throughout the city. In addition to designing and building parks and playgrounds, it also supports construction of bike paths, sea walls, outdoor pools, boardwalks, basketball courts, roller hockey rinks, baseball fields, beaches, and natural areas.

<b>4. Communications</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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The Office of Public Affairs oversees all press and requests for information concerning all of the City's parkland. The Press Office includes New Media, Graphics, and the Photo and Video Units and generates public attention about agency initiatives and resources, drafts and designs the agency's major publications, and coordinates communication regarding events and issues.

<b>5. Community Outreach</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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The Community Outreach Division manages five units, including Partnerships for Parks (a joint program between NYC Parks and the City Parks Foundation that engages volunteers and works to strengthen neighborhood parks), GreenThumb (the largest community gardening program in the nation), Government Relations, Art and Antiquities, and Arsenal Operations.

<b>6. Legal</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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The General Counsel's office supervises all legal matters for the Agency. It also provides legal advice and assistance to employees working on agency matters.

<b>7. Management and Budget</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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The Office of Management and Budget is responsible for the internal management of the Agency and oversees several units including Budget, Revenue, Marketing and Special Events, the Parks Training Academy, Information Technology (IT), Computer Resource Centers, Operations and Management Planning, Personnel and Benefits, and Telecommunications. Additionally, the office directs the Parks Opportunity Program (POP), one of the largest paid Welfare-to-Work/Transitional Job Training programs in the country, and the Computer Resource Centers (CRC), which offer digital literacy classes, and special projects.

NOT AT ALL

MODERATELY

VERY

**8. Natural Resources Group and Central Forestry**

**1            2            3            4            5**

The Natural Resources Group works to conserve the city’s natural resources for the benefit of ecosystem and public health through acquisition, management, restoration, advocacy and volunteer engagement using scientific research. Forestry staff citywide work to protect and support in the health and safety of trees in New York City’s urban forest and on City streets.

**9. Operations**

**1            2            3            4            5**

Operations is charged with performing analyses to develop cross-borough operations strategies and action plans. This division builds predictive and prescriptive performance measurement tools, leads the agency’s workforce agenda, and helps train staff on process improvements, industry best practices and advances in information technology.

**10. Planning and Parklands**

**1            2            3            4            5**

The Planning and Parklands Division is home to the Parks Department’s land use, environmental, real estate, and grant application functions. It is responsible for representing the agency’s involvement in complex planning and development initiatives, environmental reviews, and land use transactions.

**11. Recreation and Public Programs**

**1            2            3            4            5**

The mission of NYC Parks’ Public Programs Division is to enable all New Yorkers to lead physically active lives through sports, fitness and outdoor adventure. NYC Parks strives to lead the City in providing free and low-cost opportunities for people to “get moving” by connecting New Yorkers to programs at recreation centers. Programs include sports leagues, arts and culture programs, computer resource centers, nutrition classes, swimming, summer camp and after school programming.

**12. Revenue and Marketing**

**1            2            3            4            5**

This division is responsible for the development, management, permitting, and licensing of all revenue-generating businesses on New York City parkland. It also vets, oversees, and assists in bringing large-scale events to NYC Parks to increase opportunities, services, and leisure activities for New Yorkers of all ages.

**13. Sustainability**

**1            2            3            4            5**

The Sustainability Initiatives Office serves as a catalyst, hub, and advocate for the incorporation of sustainable practices throughout the Agency. The Office brings together the many divisions within Parks involved with sustainability to develop a cohesive structure to empower staff and inspire the public. Focus areas include recycling and composting, sustainable design, and energy conservation. The Office also assists with the implementation of the Mayor’s long-term sustainability plan, as well as the MillionTreesNYC initiative.

**14. Urban Park Rangers**

**1            2            3            4            5**

The Rangers connect New Yorkers to the natural world through environmental education, outdoor recreation, wildlife management and active conservation. Uniformed Rangers welcome school children and their teachers through The Natural Classroom, high school students through the Ranger Conservation Corps, families and adults through Weekend Adventures and Nature Centers, and groups looking for team building opportunities through the Adventure Course and Custom Adventures.

**Note: ALL Corps Members—regardless of placement—will have some fieldwork responsibilities, including group service projects.**