

2012 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-022

Green Apple Corps/Million Trees Training Intern
1234 Fifth Avenue
New York, NY 10029

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AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. 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 the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs 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

GreenApple Corps, a public service initiative of New York City Department of Parks and Recreation, began in 2004. The goal of the GreenApple Corps program is to immerse Corps members in a variety of work and learning experiences to provide them with technical skills, practical knowledge and unparalleled personal development opportunities. GreenApple Corps members work actively in three program areas: Environmental Education, Ecological Restoration/Management and Urban Forestry. The GreenApple Corps weaves these three strands together into a cohesive public benefit program to preserve and restore delicate natural areas, increase the street tree population citywide and turn school kids into environmentally aware citizens and stewards.

The MillionTreesNYC Training Program (MTTP) is a unique seven-month program inspired by the green collar jobs movement that provides on-the-job career training and education to a select group of New Yorkers who wish to build careers in the fields of urban forestry, ecological restoration and urban landscaping. Program graduates are prepared for a variety of career paths, including: urban forestry management and ecological restoration at the New York City Department of Parks & Recreation; landscape design and installation at the non-profit New York Restoration Project; and a variety of horticulture and forestry-related jobs with private companies throughout the New York City metropolitan region.

POSITION TITLE

Green Apple Corps/Million Trees Training Intern

INTERNSHIP RESPONSIBILITIES

- Assist the program staff in coordination of the overall operations of the GreenApple Corps/MillionTrees Training Program.
- Compile statistics related to member and overall program objectives.
- Assist with Biweekly/quarterly/annual reports
- Update spreadsheets

nyc.gov/internships

- Organize payroll (make copies of timecard and record it in the database)
- Assist the program staff with the planning and logistics citywide service projects, staff meetings, and commencements
- Create promotional materials and presentations furthering the recognition of the program.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Proficiency with Microsoft Word and Excel. Experience with PowerPoint helpful.
- Ability to work independently or as part of a team.
- Self-starter; ability to multi-task and prioritize tasks.
- Community service experience.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS