

2012 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-078

Forest & Highland Parks
Garden Assistant
Queens, NY

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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

The Forest and Highland Parks Administration is responsible for programming, fundraising and managing Forest and Highland Park. Our mission is a deep and abiding commitment to our patrons by providing educational, environmental, cultural and recreational programming and improving the facilities in both parks. Our office is located in Woodhaven, Queens at Oak Ridge.

The Highland Park Children's Garden (HPCG) is .9 acres and comprised of gardening plots and common areas. It is located in lower Highland Park at Jamaica Avenue and Ashford Street. It is among the oldest children's garden in New York, and perhaps, the United States.

The HPCG group is managed by Garden Coordinators and a liaison from the New York City Park's Forest & Highland Park Administration. In addition to the garden plots, there are many common areas which include the Compost Area, Herb Garden, Perennial Flower Beds, Fruit Gardens and areas to hold educational programs.

POSITION TITLE

Forest & Highland Parks Garden Assistant Intern

INTERNSHIP RESPONSIBILITIES

The intern will assist staff with daily urban farm and horticultural work to include managing farm plots, workshops, weeding, watering, harvesting and mulching, and designing and planting of formal landscaped beds. Intern will become familiar with basic organic food growing techniques, composting, community garden operations, landscape design techniques, plant identification, and Parks horticultural operations. Intern will also help oversee volunteers during garden improvement and landscape restoration projects.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Must be prepared to do physical work outdoors
- Helpful if enrolled in a BS, BA degree or certificate program in agriculture, horticulture, botany, or environmental science/studies
- Knowledge of hand tools and plants helpful
- Be able to work an occasional Saturday

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

2 positions