



College Internship 2017

Program Summary

The internship is 10 weeks, June 5 – August 10.

All interns work 4 days a week, specific days and times vary depending on position. Interns are paid biweekly at a rate of \$14 an hour.

Housing and transportation are the responsibility of the intern. Interns will be provided with uniform shirts, hat, and rain-gear but must provide their own pants (no jeans or shorts) and boots (boots not required for data and education positions).

Application deadline is March 10, 2017.

Selected applicants will be interviewed late-March through early-April.

Final hiring decisions will be made by the end of April.

Position Descriptions

Data & Asset Management Intern (one position available)

The Central Park Conservancy uses Geographic Information Systems (GIS) to help manage park features and work records. The Intern will assist the GIS Staff with parkwide projects.

Duties include:

- Map creation using ESRI ArcMap, Portal for ArcGIS, and ArcGIS Online
- Evaluate, extract, scrub, convert, and analyze spatial and non-spatial data for use in specific projects or general base mapping across many projects
- assisting with field data collection and verification using ESRI mobile apps

Requirements:

- Background/course work in environmental geomatics or fields related to environmental resource monitoring and management
- Familiarity with ESRI ArcGIS software platform
- Highly motivated, adventurous, and responsible
- Ability to work independently and in a group
- Ability to work in a variety of weather conditions

Schedule:

Monday – Thursday

7:00 am – 3:30 pm

Environmental Education Intern (one position available)

Intern will assist Environmental Educators in promoting and developing Discovery program offerings (view [Discovery Programs](#) online for more information on Kits, Journals, Walks, and educator resources).

Duties include:

- Developing, facilitating, and evaluating the Discovery Ambassador program: a free, drop-in program consisting of hands-on activities highlighting Discovery Kits and Discovery Journals; rotates throughout Park at visitor centers and select playgrounds
- Contributing to development of:
 - Summer Family Discovery Walk curriculum (including facilitation)
 - Discovery Journals
 - Educator resources and outreach/database
- Other duties as needed

Requirements:

- Background/coursework in environmental science/outdoor/childhood education
- Self-starter, enthusiastic about teaching and learning in urban parks
- Experience/comfort working with children and the public, preferably in outdoor settings
- Ability to work both independently and as part of a group
- Familiarity with Common Core and Next Generation Science Standards
- Proficiency in MS Word

Schedule:

Thursday – Sunday*

9:00 am – 5:00 pm

*Orientation for all interns is on Monday, June 5. Attendance is mandatory and intern will be paid for their time.

Horticulture Intern (multiple positions available)

Intern will assist Zone Gardeners in performing general park maintenance and horticulture projects.

Duties include:

- Weeding and invasive species removal
- Irrigation of lawns and plantings
- Mulching
- Planting and transplanting
- Species identification
- Bagging litter and trash
- Emptying garbage cans
- Cleaning and sweeping paths
- Installing and repairing fence
- Interacting with Park patrons in a professional manner

Requirements:

- Highly motivated, adventurous, and responsible
- Ability to perform heavy, physical labor on a daily basis in all weather conditions
- Ability to work independently and in a group

Schedule:

Monday – Thursday

7:00 am – 3:30 pm

Landscape Architecture - Construction Management Intern (one position available)

Intern will assist a landscape architect who supervises construction in the Park. Projects expected to be in construction during the internship period include infrastructure and path reconstruction, a playground reconstruction, and several significant planting contracts in connection with these larger projects.

Duties include:

- Assisting with
 - directing and coordinating contractors in the field
 - inspecting material deliveries and completed work for compliance with contract documents
 - perform field measurements and calculations for contract payments
 - maintaining daily and weekly reports
 - photo-documentation of work by contractors
 - reporting on project progress and activity completion
 - coordinating all construction work with CPC operations staff

Requirements:

- Background/course work in landscape architecture or a related field
- Knowledge of plant material
- Familiarity with site construction means and methods will be helpful
- Proficiency in MS Excel, MS Word required. Working knowledge of CAD preferred
- Strong interpersonal and communication skills, and ability to work effectively as part of a team

Schedule:

Monday – Thursday

7:30 am – 3:30 pm

Tree Care Intern (one position available if Advanced Tree Care Intern is not filled)

Intern will assist the Tree Care Supervisor for Contracted Services with the oversight of outside tree care contractors operating in Central Park and will also assist the CPC Tree Crew in performing park-wide maintenance of trees.

Duties include:

- Learning about the Tree Care operations of the Central Park Conservancy- including tree pruning, planting, and removal
- Learning to identify tree species, hazards, disease, and insects
- Learning to use Tree Care Database software including the GIS map to identify and locate trees in the field
- Assisting Tree Crew with on-the-ground removal of debris including wood-chipper operation
- Pruning trees and shrubs with hand tools
- Maintaining hand tools, power tools, and machinery
- Assisting with worksite safety and traffic control
- Organizing work site ground equipment

Requirements:

- Actively pursuing a degree in arboriculture, forestry, or related field
- Highly motivated and responsible
- Able to closely follow instructions and all safety procedures
- Able to interact extensively with the public
- Able to perform heavy physical labor in all types of weather (rain gear will be provided)
- Familiarity with GIS a plus

Schedule:

Monday – Thursday

7:00 am – 3:30 pm

Advanced Tree Care Intern (one position available)

Intern will perform all the duties of the Tree Care Intern listed above, however, with documentation of up-to-date certification in ALL of the following, the intern will be able to perform additional duties as noted below.

Required Certifications:

- First aid and CPR (Red Cross, American Heart Association)
- Aerial Rescue (TCIA home study, North American Training Solutions (NATS))
- Chainsaw operation and safety (TCIA home study, NATS)

Additional Duties:

- Tree climbing with rope and saddle
- Pruning with hand saw and chain saw
- Rigging
- Operation of aerial lift
- Operation of wood chipper

Schedule:

Monday – Thursday

7:00 am – 3:30 pm

Woodland Intern (multiple positions available)

Intern will assist Woodland Zone Gardeners in performing general park maintenance, horticulture, and woodland restoration projects.

Duties Include:

- Planting and transplanting
- Rustic trail maintenance
- Mulching
- Cribbing and erosion control
- Weeding and invasive species removal
- Wildlife habitat restoration
- Bagging litter and trash
- Emptying garbage cans
- Irrigation of plantings
- Installing and repairing fence
- Cleaning and sweeping paths
- Interacting with Park patrons in a professional manner

Requirements:

- Basic plant identification skills
- Highly motivated, adventurous, and responsible
- Ability to perform heavy, physical labor on a daily basis in all weather conditions
- Ability to work independently and in a group

Schedule:

Monday – Thursday

7:00 am – 3:30 pm