



Summer Internship 2017

Program Summary

The internship is 7 weeks, July 5 – August 18. Mandatory orientation for all interns, July 5 & 6.

All interns work 5-days a week: 4 days at their individual position and Fridays with the whole group for fieldtrips and special activities. The internship includes writing assignments and public speaking. Interns are paid biweekly at a rate of \$11 an hour.

All interns will be provided with 5 uniform shirts, a hat, and rain gear (if appropriate). Interns must wear solid-colored, long pants (preferably khaki-colored) and appropriate footwear (boots for horticulture). Interns cannot wear jeans, shorts, leggings, sweatpants, or sandals. All interns will be issued a Conservancy photo ID that is considered part of the uniform and must be worn at all times.

Application deadline is April 30, 2017. Selected applicants will be interviewed in May with final hiring decisions made by the end of May. To be hired, students must have a social security number, appropriate photo ID verifying employment eligibility, and working papers (if under 18).

Available Positions

Horticulture Intern (*24 positions*)

Each intern will work alongside a different Zone Gardener or Groundskeeper, assisting with the maintenance of Central Park's landscapes.

Duties include:

- Horticultural tasks including weeding, invasive species removal, irrigation of plantings and lawns, planting and transplanting a variety of species, and mowing lawns
- Maintenance tasks including bagging litter, emptying garbage cans, cleaning and sweeping pathways, installing and repairing fence
- Interacting with Park patrons in a professional manner to answer questions and give directions

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
- Past experience with the above duties is a plus

Schedule:

Monday – Thursday, 7:00 am – 3:30 pm

Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity

Dairy Visitor Center & Gift Shop / Columbus Circle Kiosk (1 position)

Duties include:

- Greeting and engaging visitors in conversation about Central Park and the Conservancy
- Assisting staff with stocking shelves, processing incoming shipments, inventory, and general store maintenance
- Conducting sales transactions
- Directing visitors to points of interest while exploring the Park

Requirements:

- Strong customer-service skills, with the ability to be a positive, professional representative of the Central Park Conservancy, even in challenging situations
- Excellent communication skills, and a desire to work with a diverse public audience of New Yorkers and visitors from around the world
- Highly motivated and responsible
- Interest in working in retail with past experience a plus
- Ability to speak another language, in addition to English, is a plus

Schedule:

Wednesday – Sunday*, 9:15 am – 5:15 pm

*Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity

Possible Positions

The following positions are not likely to be available but students are welcome to apply for them now in the event they open up. The Central Park Conservancy's Visitor Experience Apprentice Program (VEAP), which takes place in the spring, is directly connected to the Summer Internship in that students who successfully participate in VEAP are offered an intern position for the summer. All of the following positions require:

- Strong customer-service skills, with the ability to be a positive, professional representative of the Central Park Conservancy, even in challenging situations
- Excellent communication skills, and a desire to work with a diverse public audience of New Yorkers and visitors from around the world
- Flexible, organized, team player with the ability to handle multiple tasks simultaneously
- Ability to speak another language, in addition to English, is a plus
- Responsible and reliable person a must

Belvedere Castle – (1 position, if not filled by VEAP student)

Duties include greeting and engaging visitors in conversation about Central Park and the Conservancy; assisting staff with public programs, the distribution and collection of Discovery Kits, the operation of the gift shop including stocking shelves, conducting inventory, and helping customers; directing visitors to points of interest while exploring the Park; answering the phone.

Schedule:

Wednesday – Sunday*, 9:15 am – 5:15 pm

*Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity

Chess & Checkers House – (1 position, if not filled by VEAP student)

Duties include greeting and engaging visitors in conversation about Central Park and the Conservancy; directing visitors to points of interest while exploring the Park; assisting staff with the distribution and collection of borrowed games and Discovery Kits; setting up volunteers with the Pitch In, Pick Up program; answering the phone.

Schedule:

Wednesday – Sunday*, 9:15 am – 5:15 pm

*Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity

Dairy Visitor Center & Gift Shop – (1 additional position, if not filled by VEAP student)

Duties include greeting and engaging visitors in conversation about Central Park and the Conservancy; assisting staff with stocking shelves, processing incoming shipments, inventory, and general store maintenance; conducting sales transactions; directing visitors to points of interest while exploring the Park; answering the phone.

Schedule:

Wednesday – Sunday*, 9:15 am – 5:15 pm

*Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity

Dana Discovery Center – (1 position, if not filled by VEAP student)

Duties include greeting and engaging visitors in conversation about Central Park and the Conservancy; assisting with the catch-and-release fishing program including the setup and maintenance of fishing equipment and explaining rules and safety procedures; assisting with the distribution and collection of Discovery Kits, setting up volunteers with the Pitch In, Pick Up program, and the gallery exhibit; directing visitors to points of interest while exploring the Park; answering the phone.

Schedule:

Wednesday – Sunday*, 9:15 am – 5:15 pm

*Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity

Discovery Guide – (1 position, if not filled by VEAP student)

The Discovery Guides are like “walking visitor centers”, patrolling the entire Park and engaging with the public in a variety of ways. Duties include assisting Discovery Guides out in the Park with answering questions, giving directions, and explaining Park rules and regulations to Park patrons; assisting Discovery Guides with monitoring trails, landscapes, and other Park areas; providing additional support at public programs by assisting with tours and special events

Schedule:

Wednesday – Sunday*, 8:00 am – 4:00 pm

*Friday, 9:00 am – 5:00 pm or 9:30 am – 4:00 pm, depending on planned activity