Position/Title: Green Girls Summer 2021 High School Intern (26 hours/Week)
Paid Internship Start Date: July 2021 (5 Weeks Total)
Pre-Requisite Training Date: February 2021-May 2021 (Once Weekly)
Contact: Send application to education[at]cityparksfoundation.org

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theatre and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

Our ethos is simple: we believe thriving parks reflect thriving communities.

POSITION SUMMARY

Green Girls is a STEM-based program for middle school girls and female-identifying youth from under-resourced communities, providing hands-on activities and outdoor adventures in New York City parks and waterways. During our summer program, students explore current environmental issues such as climate change, the health of our waterways, drinking water supply, and urban forests. Green Girls engages students through experiential, outdoor activities, service learning, and advocacy projects and aims to increase student awareness, interest, knowledge and skills in science and conservation.

CPF has created this opportunity for talented high school students to gain direct experience working with youth and explore environmental science education while helping to promote environmental stewardship, community awareness and positive youth development. Selected interns will earn valuable work experience, put their knowledge and skills to practice while learning and developing new skills and being a part of the Green Girls community!
Responsibilities:

- Work as team members to assist the Program Manager and college intern
- Assist with student and group management
- Lead small group discussions and hands-on projects
- Motivate and engage students in activities and lessons
- Support the Program Manager in lesson preparation and occasional office work as needed
- Assist with data collection and recordkeeping
- Maintain rapport with students and create inclusive, safe space for students
- Assist with organizing, set up, cleaning and sanitizing all equipment
- Assist with implementing all safety protocols
- Participate in CPF’s 13-week College and Career Readiness program (February 2021–May 2021)

Candidate Qualifications:

- Currently enrolled in high school
- At least 15 years old by July 1st, 2021
- Required to secure working papers from high school
- Be able to commit to attending the spring training and summer internship work schedule

When does the internship begin?

- Starting in late February, selected candidates will be required to attend a College and Career readiness virtual weekly series through May
- Candidates that successfully complete the College and Career readiness program will transition to paid internships starting July 2021

What does the summer internship involve?

- Interns will be placed at a Queens or Bronx location
- Internships will begin in July, and run Monday–Thursday for 5 weeks. Interns are required to attend all weeks.
- Interns will work a total of 26 hours per week
- Interns will earn an hourly wage of $15/hour for the summer internship.
- Interns will participate in daily COVID health screenings

Candidate must have:

- Commitment to gain basic knowledge of urban forestry, water ecology and climate change
- Awareness of environmental issues and their impact
- Commitment to learn and implement basic data collection and analysis
- Interest in working with youth
- Desire to help young girls develop an interest in STEM and a sense of confidence in themselves
- Commitment to punctuality and attendance
- Ability to work independently and as part of a team
- Willingness to develop new skills and take on new challenges
- Willingness to engage in physical activity in the outdoors
- Commitment to Green Girls’ mission
How do I know I’ve been selected?
Upon reviewing your application, apprenticeship supervisors will contact you only if you have been selected for an interview.

Contact:

Interested parties should email their completed application packet to: education[at]cityparksfoundation.org.

Put ‘Green Girls High School Intern’ in the subject header.

A complete application package includes:

1. Green Girls Student Application (pg. 4-6)
2. References (pg. 7)
3. Parent / Guardian Consent: Photo/Video/Interview (pg. 8)

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.
GREEN GIRLS HIGH SCHOOL INTERNSHIP STUDENT APPLICATION

Read the entire application and complete it thoroughly. There are limited spaces available. Decisions will be based on your complete application and interview. Please type or print legibly.

GENERAL APPLICANT INFORMATION

Name: ____________________________________________________________

Address: ____________________________________________ Apt. No: ______

Borough: ____________________________________________ Zip: ______

Email: _________________________________________________________

Phone (Best way to reach you): ____________________________________________

What subway lines are near your home? ____________________________________________

What bus lines are near your home? ____________________________________________

High school you currently attend: ____________________________ Grade: ______

Your OSIS #: ____________________________ Borough of your high school: ______

Birth Date: month/date/year ____________________________ Age: ______ Gender: ______

Parent or Guardian Contact Information

Name: _________________________________________________________

Email: ____________________________________________ Phone: ____________

Emergency Contact Information

Name: _________________________________________________________

Email: ____________________________________________ Phone: ____________
INTERNSHIP AVAILABILITY

Internship training will begin in late February (one virtual session weekly) and the internship starts in July. Are you available to commit for 13 training sessions?  □ Yes  □ No

You will be placed as close to home as possible for your internship, but you may be asked to travel within your home borough or outside of it. Are you comfortable traveling outside your neighborhood for the summer internship?  □ Yes  □ No

WORK EXPERIENCE & EXTRACURRICULAR ACTIVITIES

Please list all extracurricular activities (lessons, volunteer, after-school, religious, team & recreational sports, etc.) you are currently involved in:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Do you have a job right now?  □ Yes  □ No

If yes, where:  ____________________________________________________________

How many hours do you work a week:  ________________

What is your position?  ____________________________________________________

Do you have experience working with younger kids? (e.g. babysitting, volunteer work) □ Yes  □ No

If yes, please describe:  ____________________________________________________
SHORT ANSWER QUESTIONS

Please answer the questions in at least 2-3 sentences below. Your answers should tell us a little about you. If you need more space to write or type your answers, you can also attach a separate piece of paper.

Why do you want to be a Green Girls intern?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

What are your related skills and strengths?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

What are your favorite subjects, hobbies, activities and interests?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
REFERENCE

Please ask one school teacher or a group leader that you are affiliated with to provide their contact as recommendation for the internship.

Name: ________________________________

Email: ________________________________ Phone: (optional) ________________

APPLICANT AND PARENT AGREEMENT

I understand that if I am selected to participate in the Green Girls Internship:

▪ The time commitment is a once/week virtual training starting in February, and a 5-week, Monday-Friday internship working on-site starting early July.
▪ I will receive the New York state minimum hourly wage of $15.00 per hour for a summer internship.

Student Name: ________________________________

Signature: ________________________________ Date: ________________

I am the parent/legal guardian of ________________________________ and I consent to his/her participation in Green Girls summer internship programs based on the conditions listed above. I confirm that my son/daughter is available during the dates outlined in the application and that if he/she is selected, I will support him/her to attend on time each day scheduled.

Parent or Guardian Name: ________________________________

Parent or Guardian
Signature: ________________________________ Date: ________________
PHOTO / VIDEO / INTERVIEW CONSENT

To be completed and signed by a parent or guardian

I certify that I am the parent or legal guardian of ____________________________, whose date of birth is ____________________________. name of child month/day/year

I understand that the Green Girls Internship program takes place away from school. Media representatives, newspaper and television reporters, photographers, and public-relations personnel may be present to document the program. In some cases they may interview and/or photograph teens who participate. These photographs, videos, and interviews will only be used to promote City Parks Foundation and the Green Girls program.

I give permission for my child to be photographed or otherwise recorded during Green Girls events and activities, and for any and all such photographs to be displayed by City Parks Foundation or our program partners in any medium (books, newsletters, web sites, etc.), whether now or hereafter known or developed.

Furthermore, I hereby agree to allow my son or daughter, or child for whom I am the legal guardian, named below, to be interviewed and/or photographed and/or videotaped for promotional or news documents about City Parks Foundation’s Green Girls program in parks. I understand that I will not own the rights to the resulting text, photography or video, or any benefits derived therefrom. I agree to the use of my daughter’s/son’s/legal guardian’s image, name, and/or voice by City Parks Foundation or media companies discussing City Parks Foundation programs and waive rights to fees associated with such use.

Signature of Parent or Guardian ______________ Date ______________

I DO NOT give permission for my child to be photographed or otherwise recorded during Green Girls events and activities. As a result, my child may not be able to participate in some events and activities.

Signature of Parent or Guardian ______________ Date ______________