



Environmental Internships and Volunteer Opportunities for NYC High School Students



**The Wallerstein Collaborative for Urban Environmental Education at
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Finding an Internship

First Things First...

Before you can start a project such as finding a job, college, or internship, you need to think about what you are trying to get out of the experience. For internships, decide whether you want job experience, something fun, or an internship where you volunteer for a worthy cause. No matter what direction you choose, you will most likely be spending a minimum of 3 months working on that project, so it is important to do what is right for you. Most students looking for internships are trying to figure out their perfect job and possible college majors. Don't worry, most high school students have no idea what they want to do with their lives and that is perfectly okay. That is what internships are for; to get you on the right track, and to help you explore career options.

Internships come in every possible field and it is necessary to narrow down what you want. What are your interests and what jobs look appealing to you? Make a short list of your hobbies and favorite school subjects. What jobs coincide with the list? That's where you start your internship search. Do not feel scared to choose one over the other right now. You have plenty of opportunities to change your mind and do more internships in the future. It is better to find out now that you do not like a certain environmental field than wait till after a college degree.

Even with your general list of internship ideas, it is still necessary to make your search even narrower. This is where you have to make judgments on what you need from an internship. Can you afford to work for free? Many internships are listed as unpaid, but still require a large time commitment. Do not necessarily cut out unpaid internships, because many give you invaluable work experience and contacts. Many environmental jobs with not-for-profits are unpaid, because these organizations do not have a lot of money to pay needed interns. Another narrowing criteria is where you can work. Do your parents/guardians want you traveling outside of your borough or taking trips on the train to Manhattan? Also, how much time are you willing to give to this internship? Is it going to be after school, part-time, or full-time? Some internships may ask for your availability before they can hire you. Now that you have your specific list of internship goals and ideas, it's time to start the search.

Making your Search Worthwhile

The best advice for your internship search is to start early. Many internships require applications, recommendations, and essays with early deadlines. Most high school students want an internship for the summer and these applications are usually due around January. For summer internships, it is smart to start searching in November and December; for fall internships, February and March; and for spring, July and August. Planning early insures that you are able to apply for every position you want and not be stuck with the leftovers. Plus, it may take time for you to write the essays or get recommendations from your teachers.

Resumes are the first things people look at when they are hiring and it is important to get them right. Talk to your parents, the career center, and teachers to get the proper resume format and advice. High school students do not have a lot of work experience, so it is important to highlight your grades, after-school activities, hobbies and career goals. Look online for common resume formats and remember, **PROOFREAD!!**

Where to Look

High school students miss many internship opportunities because they are afraid to talk with adults or send out their information. To get your name out, first talk with teachers at your school who are familiar with your internship goals. They may know of companies willing to hire or even employees to contact. Networking is a key part of getting ahead and you should never be afraid to talk to people. Opportunities to network happen all the time, in local conferences, public meetings, and internet forums. Remember to bring your resume with you to any networking event.

Lists of available internships can be found in most high schools. The career center and college office have information on companies that frequently hire interns in your area. Some organizations may even come to your

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school looking for interns. Keep your eyes open for postings around your school. The alumni and career offices also carry lists of the current whereabouts of alumni who may be willing to hire a student from their alma mater.

The internet is one of the most important and useful resources when it comes to finding an internship. Search for companies in your chosen field and look for internship postings on their website. If a company does not have internships listed, that does not mean they are not hiring. Sending an email of interest and your resume to someone in human resources shows you have initiative and a real desire for working at that organization.

Many websites on the internet are designed specifically for internship searches. Most are affiliated with job and college search websites. These websites have many opportunities, but on occasion, they may not have what you are looking for. Other websites that are not commonly known may specialize in your field. For example, www.idealists.org, specializes in non-profit internships. Make sure to search the internet for both popular and obscure internship search websites. Some common search engines are listed on page 6.

Remember...

Relax; be confident, understanding, and always persistent. The right internship for you is out there, don't give up!!

Internships

Alley Pond Environmental Center

Field Biology Internship

<http://www.alleypond.com/fbi.html>

American Museum of Natural History

Saltz Internship Program

<http://www.amnh.org/learn-teach/grades-9-12/saltz-internship-program>

Brooklyn Botanical Garden

Horticulture Education Internships, Science Research High School Internships

<http://www.bbg.org/learn/gap/>

Manhattan District Attorney's Office

Educational summer internships with the Manhattan District Attorney's Office; Grades 11-12

<http://manhattanda.org/high-school-internship>

Nature Conservancy of New York

Leaders in Environmental Action for the Future (LEAF) Program

<http://www.nature.org/about-us/careers/leaf/learn-more/index.htm>

New York City Department of Parks & Recreation

Internship Program: Hands-on work experience in a variety of park offices and recreation centers.

http://www.nycgovparks.org/sub_opportunities/internships.html

Urban Park Rangers

An opportunity to learn about environmental conservation in a team setting. Students travel to various areas in all five boroughs to complete conservation projects, education peers, and learn more about science.

http://www.nycgovparks.org/sub_about/parks_divisions/urban_park_rangers/pd_ur.html

<https://www.nycgovparks.org/programs/rangers/conservation-corps>

The River Project

Marine Biology Internship Program

http://www.riverprojectnyc.org/education_mbip.php

Student Conservation Association

Community, Regional, and National Crew Programs

<http://www.thesca.org/serve/youth-programs>

Wave Hill

Family Art Project Internship

<https://www.wavehill.org/about/jobs-internships/family-art-project-intern/>

Wildlife Conservation Society

Project TRUE (Teens Researching Urban Ecology) - Field Research Assistant

<http://bronxzoo.com/teens/project-true/summer-program>

Volunteer Opportunities

Alley Pond Environmental Center

Assist in animal care, maintenance, library, education, or tours
<http://www.alleypond.com/volunteers.html>

American Littoral Society

Assist in beach cleanup, oyster reef building, or administrative tasks
<http://www.littoralsociety.org/volunteer.html>

The American Museum of Natural History

Volunteer to work with the Public or behind the scenes
<http://www.amnh.org/join-support/volunteer-now>

Central Park Conservancy

<http://www.centralparknyc.org/support/volunteer/>

Christodora, Inc.

<http://www.christodora.org/get-involved/volunteer/>

GrowNYC

Help out at greenmarket or recycling events
<https://www.grownyc.org/careers>
<https://www.grownyc.org/volunteer>

Hudson River Sloop Clearwater

<http://www.clearwater.org/membership/volunteer-opportunities/>

National Audubon Society

Get involved at the local Audubon sites in New York City
<http://ny.audubon.org/about-us/volunteer-opportunities>

Nature Conservancy of New York

<http://www.nature.org/ourinitiatives/regions/northamerica/unitedstates/newyork/getinvolved/new-york-events.xml>

New York Aquarium

Volunteer at the aquarium's Animal Husbandry program, at the animal exhibits, or become a Discovery Guide
<https://nyaquarium.com/volunteering>

New York Botanical Garden

Citizen Science, Horticulture, Teen Explainer, Garden Greeter, Research
http://www.nybg.org/support_the_garden/volunteer/opportunities.php

New York Hall of Science Career Ladder

Explainer Programs
<http://nysci.org/projects-main/explainers-folio/>

Partnerships for Parks

Horticulture opportunities throughout the 5 boroughs
http://www.partnershipsforparks.org/get_involved/volunteer/index.html

Wave Hill

A variety of indoor and outdoor volunteer opportunities
<https://www.wavehill.org/donate/volunteer/>

Training, Apprenticeships, and Support Services

Minority High School Summer Apprenticeship Program

High School Research Program in STEM (Science, Technology, Engineering, Math)

<https://www.bnl.gov/education/program.asp?q=219>

Queens Botanical Garden

<http://www.queensbotanical.org/2630/education>

Snug Harbor (Staten Island) Botanical Garden

<http://snug-harbor.org/education/>

Trees NY

Environmental Literacy Programs

<http://www.treesny.org/youth-environmental-literacy>

Search Engines for Environmental Jobs and Internships

EnviroCitizen

<http://envirocitizen.org/>

Environmental Career Opportunities

<http://www.ecojobs.com/>

Environmental Careers Organization

<http://www.eco.org/>

Environmental Protection Agency

<http://www.epa.gov/careers/stuopp.html#grograd>

Green Dream Jobs

<http://www.sustainablebusiness.com/green-dream-jobs-25/jobs-540/>

Idealist

<http://www.idealist.org>

Orion Grassroots Network

<http://jobs.oriongrassroots.org/>