Urban Assembly New York Harbor School

Purpose of the Organization/ Program
The Urban Assembly New York Harbor School partners with New York City’s maritime community and uses New York Harbor’s marine resources to create an extraordinary public high school experience that instills in its students the skills and ethic of environmental stewardship. Harbor School’s mission is to graduate students prepared for success in college and who have earned a technical credential in one of the six marine fields: Aquaculture, Marine Biology Research, Marine Systems Technology, Ocean Engineering, Professional SCUBA diving, and Vessel Operations.

Job Title or Position:
Summer Program and College Office Intern

Expectations/ Responsibilities of the Position:
Senior Internship Follow Up
Follow up with seniors who participated in Internships and Partners that hosted our seniors. Organize this info for school records. Assist with follow up (thank you notes to be sent to all host sites).

9-11th Semester Program Follow Up
Follow up with any students who participated in an Enrichment Program 2nd semester (semester abroad, internship, after school/weekend job). Organize this information for school records. Determine what worked and what did not. Conduct research on other enrichment opportunities based on feedback collected that may be a good match for Harbor School students.

Graduation Assistance
In Advance:
Preparation – organize press, volunteers, food, RSVP’s, pick up graduation program, maintain security list for ferry, field phone calls week of
Day of:
Alumni Sign in – Gather all contact information from any alumni who attend graduation
Ferry Check in – Help guests sign in and hand out programs

Summer School
Field Assistant:
Go on summer school field trips (these could be anywhere in Manhattan or on a boat in New York Harbor).

On Campus Teaching Assistant:
Assist with any projects on campus that need an extra set of hands (garden, compost, aquaculture, art, biking, kayaking etc).

Qualifications:
Experience working with high school aged children
Interest in education, boating, swimming, experiential learning, sustainability
Well spoken, good phone etiquette, little excel experience

Working Conditions:
- Hours: Monday – Friday: 9:00AM – 4:00PM
- Dress Code: Harbor School T-shirt (school will provide on first day) and Khaki (any color) shorts for office work. Dress for the weather when on trips (including Harbor School T-shirt)

Created January 2011
- Working in Development Office, College Office and outside with students (all located on Governors Island)
- Public Transportation will be necessary to get to school (Subway and then free ferry)

**On-Site Mentor/Supervisor:**
Jessica C’hampness  
Development and Associate  
10 South Street, Slip 7  
New York, NY 10004  
212-458-0848  
jchampness@nyharbor.org

**Supervision Plan:**  
Supervisor will be available as needed in addition to regularly scheduled staff meetings

**Preparation:**  
Intern should read *The Big Oyster* by Mark Kurlansky  
Intern will be provided with more information about the school that he/she should be familiar with

**Additional Comments:**  
New York Harbor School hopes to have two interns, but would be thrilled to have just one if that is all that is possible this year. Last summer we had an incredible experience with our Shepherd Intern.