

NYC FALL INTERNSHIP PROGRAM 2009

PARKS & RECREATION-15

Forest & Highland Park Administrator
Oak Ridge
Queens, NY

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AGENCY DESCRIPTION

Parks and Recreation is a public agency which employs over 4,000 employees (11,000 at the summer peak). Its principal mission is to keep the parks, playgrounds, and sitting areas clean and safe, while developing the City's recreational opportunities by offering quality facilities, programs, and events to meet the needs of all New Yorkers.

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 4,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage four major stadia, 550 tennis courts, 65 public pools, 51 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches; we care for 1,200 monuments and 22 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

Forest Park is 543 acres, and is part of the City of New York/Parks & Recreation park system. It is the third largest park in Queens. The Park is a sports and recreational enthusiast's paradise with softball fields, horseshoe pitches, shuffleboard area, tennis, golf, a 400-meter track, playgrounds, basketball, handball, a skate park and bocce courts. The serene eastern section of the Park features 170 acres of thick forest with towering oak trees; three marked hiking trails (blue, yellow and orange) and an equestrian path.

POSITION TITLE

Forest and Highland Park Internship

INTERNSHIP RESPONSIBILITIES

Assist with research and writing of grants for natural resource management projects.
Assist with the completion of updated Natural Areas Management Plan.
Assist with the preparation of fall special events and volunteer projects.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

nyc.gov/internships

Candidates should be enrolled in undergraduate environmental/science program, have good writing skills, be computer literate and willing to work outdoors. Hours are flexible, but minimum of 14-21 hours per week is required.

APPLICATION PROCESS

Email cover letter and resume to Leslie Nusblatt

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS