

NYC FALL INTERNSHIP PROGRAM 2009

PARKS & RECREATION-11

Computer Resource Centers
Global Partners Junior Internship
New York, NY

Contact: Leslie Nusblatt
Phone: (212) 360-8257
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

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

Housed in Recreation Centers across all 5 boroughs, the Computer Resource Centers (CRCs) of the Department of Parks and Recreation engage New Yorkers in innovative programs with exciting opportunities to enhance technological skills. CRCs advance "Digital Inclusion" by providing communities with a public environment that offers internet access, computer training, career service assistance, academic support, and awareness and involvement in the arts. In the CRCs, you will find over 350 PCs and Apple computers, internet access, as well as industry standard productivity and desktop publishing software. In addition, the CRCs offer free classes and workshops that focus on building the skills necessary to succeed in today's hi-tech world.

POSITION TITLE

Global Partners Junior Intern

INTERNSHIP RESPONSIBILITIES

This award-winning student internet exchange fosters global understanding and communication by connecting 9-12 year-old after school students with their international peers around the world on the internet. During the eight-month program, students work on topics relevant to all cultures: urban society, city parks and building a sustainable city. Participants post and read each other's messages on a secure internet forum, share digital media projects, video greetings and information about themselves and their communities.

Interns will learn first-hand how a public computer center operates, as well as be exposed to after-school education. Interns will gain skills in lesson planning, community technology, a Digital Inclusion framework, public program management, and event planning.

Responsibilities will include:

- Site visits to CRC after-school programs in all five boroughs
- Providing instructional support and international awareness activities for on-site teachers in CRCs.
- Monitoring the internet forum and encouraging cross-cultural dialogue among the students.
- Assisting teachers with program startup in October and distributing materials.
- Assisting with administrative duties including event planning, updating website content, drafting correspondence, maintaining files and archiving.
- Interns will report to the Director of Computer Resource Centers.
- 15-20 hours per week

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Experience with students ages 9-13 preferred but not required
- Familiarity with internet-based education preferred
- Computer literacy: proficiency in Microsoft Office, online research and digital media

APPLICATION PROCESS

Email cover letter and resume to Leslie Nusblatt

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS